

NIOSH Industry and Occupation Computerized Coding System (NIOCCS) V3.0

Centers for Disease Control and Prevention

National Institute for Occupational Safety and Health (NIOSH)

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NIOCCS USER'S MANUAL

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Revision History

Who	Date	Revision #	Revision Description
Nowlin	January 2, 2018	0	Initial creation

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Supplemental User Documentation and Support

The intent of this manual is to provide instruction on the use of the features of the NIOCCS System. It is not intended to teach the rules of industry and occupation coding or provide detailed technical documentation of NIOCCS.

To obtain more information about I&O coding visit the NIOSH Industry and Occupation Coding website at: <u>https://www.cdc.gov/niosh/topics/coding/default.html</u>

Supplemental documentation, such as I&O classifications, crosswalk tables, and I&O coding instruction manuals, can be found at: https://www.cdc.gov/niosh/topics/coding/nioccsuserdocumentation.html

References to these web links are provided throughout this NIOCCS User Manual where appropriate.

Detailed information about how NIOCCS works, autocoding performance, and system limitations can be found at: <u>https://www.cdc.gov/niosh/topics/coding/overview.html</u>

1 SYSTEM OVERVIEW

1.1 Introduction

The NIOSH Industry and Occupation Computerized Coding System (NIOCCS) is a web-based software tool designed to translate industry and occupation (I&O) text to standardized I&O codes. The system was developed by NIOSH and first released for public use in December 2012. NIOCCS Version 3.0, a major upgrade to the system, was released in January, 2018.

This system is used by occupational researchers, federal government agencies, state health departments, and other organizations that collect and/or evaluate information using I&O. Its purpose is to provide a tool that reduces the high cost of manually coding I&O information while simultaneously improving uniformity of the codes.

NIOCCS is available free of charge and requires only internet access and a web browser for use. Users are required to register for a NIOCCS account if they wish to upload files for coding.

NIOCCS Primary System Features:

- Single Record Coding
- Batch File Processing
- Computer Assisted Coding for records not automatically coded
- Crosswalk Coding using Census I&O coding classifications, North American Industry Classification System (NAICS), Standard Industry Classification (SIC), or Standard Occupational Classification (SOC)
- I&O Coding Classification Scheme options:
 - Census 2010 / NAICS 2007 / SOC 2010
 - Census 2002 / NAICS 2002 / SOC 2000
 - Census 2000 / NAICS 1997 / SOC 2000
- Census Industry and Occupation Alphabetical Index Lookup

1.2 NIOSH Contact Information

For questions about NIOCCS or industry and occupation coding, send an email to NIOCCS@CDC.gov

1.3 Major Enhancements Version 2.0 to 3.0

- Improved autocoding rates by 10-25% depending on quality of data input.
- Industry input can be text or NAICS codes.
- Simplified upload process (upload and autocode in one step).
- Increased upload file size limit from 2.5mb to 30mb.
- Removed option for High and Medium confidence level coding; added a 'Suggest Review' flag on complex autocoded records.
- Detailed NAICS and SOC codes included in output files along with Census I&O codes.
- Automatic email message to user when autocoding job is completed.
- Crosswalk coding enhancements:
 - o Crosswalk from 2000 Census to 2010 Census in one step.
 - NAICS crosswalks added.
 - SOC crosswalks added.
 - SIC to NAICS crosswalks added.
- Enhanced computer assisted coding features:
 - o Bureau of Labor Statistics (BLS) data available to assist with coding decisions.
 - o Quick Google search buttons for industry, occupation, and employer text.
 - Ranked I&O pair candidates provided.
 - \circ $\,$ Census, NAICS, and SOC titles viewable with mouse hover.
 - Hot keys added to reduce mouse use.
 - Improved Alpha Index searching.

1.4 NIOSH Training Recommendations

The intent of this manual is NOT to teach how to code industry and occupation but how to <u>use the NIOCCS system</u>.

NIOCCS will autocode most of the records in a file, but the remaining will require manual coding using the computer assisted features of this system.

The computer assisted feature of NIOCCS requires trained I&O coders with the knowledge needed to use the system for selecting the appropriate I&O codes. Therefore, we strongly recommend that users be trained in I&O coding prior to using the computer assisted feature of the NIOCCS system. For more information on the computer assisted features, see Chapter 5.

NIOSH provides I&O coding training classes a few times a year. See our Training and Consultation page for more information: <u>http://www.cdc.gov/niosh/topics/coding/training.html</u>

1.5 System Configuration and Data Flows

NIOCCS is available free of charge and requires only internet access and a web browser for use. Many features of the system do not require a NIOCCS user account, such as single record coding and the Census Industry and Occupation Alphabetical Index Lookup. To code a file of records, a user account is required.

The diagram and steps below outline the process for using NIOCCS to code a file of records.



- 1. User uploads file to be coded: Minimum fields required: Record ID, Industry text or NAICS code, Occupation text.
- 2. Data is processed by the NIOCCS coding engine.
- 3. Records are flagged as autocoded or needing manual coding.
- 4. Using the tools in the Computer Assisted interface of NIOCCS, user selects codes for records needing manual coding.
- 5. User downloads coded file: Output file contains same input fields plus the Census industry code, Census occupation code, NAICS code, SOC code.

1.6 User Access

NIOCCS users only have access to their own data. No user can see another user's data nor can access be granted to a file from one user to another. There are no variations in user access levels.

Users can have only one NIOCCS session open per user account at a time. The enforcement of single active user session ensures the integrity of the user's data, that is, users could not accidently edit the same file in multiple sessions.

1.7 Accessibility and Compatibility

NIOCCS uses standard Microsoft Windows keyboard shortcuts to provide alternative ways to do things typically done with a mouse. For a complete list of these keyboard shortcuts visit the Microsoft support website at: <u>https://support.microsoft.com/en-us/help/13810</u>

NIOCCS provides the following specific keyboard shortcuts in the computer assisted coding screens for navigation purposes:

Shift+F First Record Shift+P Previous Record Shift+N Next Record Shift+L Last Record Shift+V View All - to view the records in table format rather than one record at a time.

NIOCCS support documentation is provided to end-users available in alternate formats (i.e., ASCII text or HTML) upon request for no charge.

1.8 Continuity of Operations

NIOCCS users will be informed via email in the event the system is unexpectedly down. Known downtimes for maintenance will be posted in advance on the **News / Updates** box on the NIOCCS home page and email messages will also be sent to users.

2 ACCESSING NIOCCS

NIOCCS software can be accessed directly using the following URL:

https://wwwn.cdc.gov/nioccs3/

The **NIOCCS Home Page** provides a brief description of the system and displays news, updates, or alerts about the system.

NIOSH Industry and Occupation Computerized Coding System (NIOCCS)					
NIOCCS Home Page Log On Register for an Account	P th CDC > NIOSH > NIOCCS Home Page	romoting productive workplaces / NIOSH *			
Census Alpha Index Lookup Code a File Code a Single Record –	The NIOSH Industry and Occupation Computerized Codi to translate industry and occupation text into standardize	ng System (NIOCCS) is a free web-based tool used ed codes.			
I & O Coding Crosswalk Coding Help +	 A NIOCCS account is required to submit a file for coding. Coding is based on the U.S. Census I&O Classification system with options for coding to the Census 2000, 2002 and 2010 coding schemes. Output files include the North American Industry Classification System (NAICS) and U.S. Standard Occupation Classification (SOC) codes associated with the Census scheme selected for coding. 	To learn more: - Visit our web page at: <u>http://www.cdc.gov/niosh/topics/coding/overview.html</u> - Click the NIOCCS Help Menu for support options. - Contact us at: NIOCCS@cdc.gov			
	News / Updates NIOCCS Version 3.0 is launched January 2018!				

2.1 Requesting a NIOCCS Account

A NIOCCS account is required to submit a file for coding. Click the **Register for an Account** menu item.

On the **Request a NIOCCS Account** screen enter the requested information and click the **Submit** button. All information is required.

NIOSH Industry and Occupation Computerized Coding System (NIOCCS)					
NIOCCS Home Page	Nioces			Promoting productive workplaces through safety and health research	
Register for an Account	CDC > NIOSH				
Census Alpha Index Lookup Code a File	Request a NIOCC	S Account			
Code a Single Record +	All	l fields are required.			
Help +	🕜 Email:		This email addr	ress will be used for logging on to NIOCCS.	
	Reenter Email:				
	Phone: xx	X-XXX-XXXX	Used if we need	d to contact you for user support.	
	② Organization:		Organization y	ou are affiliated with. This helps us understand and support our users.	
	? Purpose:			Describe how you plan to use NIOCCS. This helps us understand and support our users.	
Type the text Privecy & Terms Submit NIOCCS will not sell, exchange or otherwise give away your account information to anyone for any reason.				count information to anyone for any reason.	

NIOCCS Registration Information:

Email address - Enter a valid email address. This will become your NIOCCS account name and will be used for logging on to NIOCCS. All communications from NIOSH regarding your NIOCCS account and/or system updates will be sent to this email address.

User Phone Number – Enter a valid phone number in the format xxx-xxx. NIOSH will only use this number to contact you by phone if needed for user support issues.

Organization – Enter the name of the organization you are affiliated with, for example: university name, company name, government agency name, etc. This information is used by NIOSH to better understand and support stakeholders of the NIOCCS product.

Purpose – Describe your purpose for using NIOCCS, for example: "To code survey data for epidemiologic studies", "To crosswalk older I&O codes", "To verify manually coded I&O data", etc. NIOSH uses this information to better understand and support stakeholders of the NIOCCS product.

NOTE: NIOSH will not sell, exchange or otherwise give away information regarding this NIOCCS account to anyone for any reason.

A confirmation message will be displayed on the screen, as shown below, after the **Submit** button is clicked.

NIOSH Industry and Occupation Computerized Coding System (NIOCCS)			
NIOCCS Home Page	Nioccs	Promoting productive workplaces /	
Register for an Account	CDC > NIOSH > NIOCCS Home Page		
Census Alpha Index Lookup			
Code a File	NIOCCS Account Request Confirmation		
Code a Single Record -			
I & O Coding	and Occupation Computeri	zed Coding System (NIOCCS). You will	
Crosswalk Coding	receive notification once ye	bur request has been processed.	
Help +	Return to NIOCC:	S Home Page	

Once NIOSH has set up the account, the user will receive two emails at the address provided on the account request screen. The first email will let the user know their account has been set up and will contain the user's logon name and instructions regarding the account password.

A second email will be sent to the user with their *temporary* password. This password will be used for the initial logon but *must* be changed before using file coding features of the system.

2.2 Logging On

Once a NIOCCS user account has been set up, click the **Log On** menu item from the NIOCCS Home Page.

NIOCCS Home Page	
Log On	
Register for an Account	
Census Alpha Index Lookup	
Code a File	
Code a Single Record	÷
Help	÷

Enter your email address and password then click the **Logon & Accept Usage Conditions** button.

NIOSH Industry and Occupation Computerized Coding System (NIOCCS)				
Promoting productive workplaces / NIOSH*				
55:				
d:				
Logon & Accept Usage Conditions Forgot Password Regulations cy rovides privacy and security notices consistent with applicable federal laws, directives, and a for accessing this Government system, which includes all devices/storage media attached to im is provided for Government-authorized use only. Unauthorized or improper use of this				
nd may result in disciplinary action and/or civil and criminal penalties. At any time, and for nt purpose, the government may monitor, record, and audit your system usage and/or				
eize any communication or data transiting or stored on this system. Therefore, you have no				
n of privacy. Any communication or data transiting or stored on this system may be disclosed Government purpose.				

2.2.1 Logging On the First Time

The first time a person logs on to NIOCCS, they will be presented with the NIOCCS **Rules of Behavior**. At the bottom of the Rules of Behavior is a box that <u>must</u> be checked by the user in order to continue. Checking the box acknowledges the user understands and accepts the rules for using NIOCCS. See Appendix C. for a readable copy of the Rules of Behavior.

NIOSH Industry and Occupation Computerized Coding System (NIOCCS)			
NIOSH > NIOCCS HOME			
Coding Help Rules of Behavior			
Please read the NIOCCS rules of behavior then check the box at the bottom of the screen if you accept. You must a order to complete the NIOCCS account registration process and log on to the system.	accept these rules in		
Introduction			
The NIOSH Industry and Occupation Computerized Coding System (NIOCCS) is a web-based computer system that translates industry and occupation (I/O) ter is a tool developed by NIOSH, free of charge to users, which will improve coding uniformity and reduce the high cost of manually coding I/O information from vita health care records, and other record systems.	xt into standardized I/O codes. It al records, cancer registries,		
Purpose			
These rules of behavior are not to be used in place of existing policy; rather they are intended to enhance and further define the specific rules each user must for NIOCCS. The rules are consistent with the policy and procedures described in the <u>Department of Health and Human Services (DHHS) Information Security and Privacy Program</u> . (Pand specific policy documents. The DHHS Information Security computer security guidance on a wide range of topics and describe the Information Technology Security Program that establishes policies, procedures, and re- computer security within the Department.	ollow while accessing and using y and Privacy program contains sponsibilities in the area of		
Non-compliance			
Non-compliance with these rules will be enforced through sanctions appropriate with the level of infraction. Actions may range from a verbal or written warning access depending on the severity of the violation.	and/or removal of system		
Policy Rules			
NIOCCS does not collect personally identifiable information (PII). CDC/NIOSH asks users not to include PII in any data files submitted to NIOCCS for coding.			
Users are provided access to NIOCCS for the purpose of facilitating CDC/NIOSH's public health mission. Each user is responsible for helping to prevent unau system resources. This duty includes complying with all stated policy requirements, taking due care and reasonable precautions when handling system at a in managing and protecting system authentication controls (passwords, etc.). When in doubt, users are strongly encouraged to contact NIOCCS user support NIOCCS@cdc.ov/ or calling 513-458-7133.	thorized use of, and access to, or using system resources, and by sending an email to		
Users shall not attempt to access any data or programs on the NIOCCS system for which they do not have authorization.			
Users shall not purposely engage in any activity with the intent to:			
o Degrade the performance of the system o Deprive an authorized user access to a resource o Obtain or attempt to obtain extra resources beyond those allocated o Circumvent security measures in order to gain access to any automated system for which proper authorization has not been granted			
Users will access NIOCCS through a NIOCCS user account and password authentication. Each NIOCCS user will have a unique User Name and password for	or the system.		
A user can only have one logged on session at a time. If a user logs in on one computer then tries to log on again at another workstation without logging out of be given a choice of canceling the previous session or not continuing with the new log on. This business rule was made to protect a user's data from conflicting which may cause the data to become corrupt.	the previous session, they will g access to the same data files		
Each user is responsible for protecting his/her password. Users are responsible for all actions performed with their account . Users wil been compromised in any way should inform NIOSH. Users will supply a password that meets the NIOCCS requirements. (Passwords must be at least eight or contain at least one capital letter, one lower case letter, and no spaces. The maximum number of characters in the password is 30.)	ho believe their password has characters in length and must		
NIOCCS will provide a randomly generated password to the user via email when a user account is first set up or when a 'Forgot Password' request is made. U generated password at next logon.	sers <u>must</u> change the NIOCCS		
NIOCCS System Administrators may periodically monitor both the system and user activities for purposes including, but not limited to, troubleshooting, perform patterns, indications of attack or misuse and the investigation of a complaint or suspected security incident.	nance assessment, usage		
NIOCCS System Administrators have access rights to all data and user information within the NIOCCS system.			
NIOCCS System Administrators will not share or allow access to data submitted by users to other any person or entity.			
NIOCCS System Administrators may review user's computer-assisted coded data periodically to analyze the data for possible inclusion into the NIOCCS know efficiency and accuracy of coding. Once analyzed, NIOSH will delete user files from the CDC server if the file has expired or was removed by the user. A record or recorded in the system and can be viewed by the user at any time.	ledge base to improve overall of all file activity by the user is		
Acknowledgement and Agreement			
I have read and agree to comply with the terms and conditions governing the appropriate and allowed use of NIOCCS as defined by this document, applicable The act of acknowledgement and agreement signifies a clear understanding of the NIOCCS Rules of Behavior document and that the signer will conform to the	agency policy, and Federal law. a rules provided therein.		
I acknowledge receipt of, understand my responsibilities, and will comply with the rules of behavior for NIOCC	S.		

After clicking the "**I acknowledge**" box from the **Rules of Behavior** screen, the **My Profile** screen will appear *requiring you to change your password*.

2.2.2 Forgot Password

If you have forgotten your password, click the **Forgot Password** link on the **Logon** screen to request a new password.

You will be required to enter your **Email Address**, the Captcha security challenge, then click the **Submit** button.

NIOSH Industry and Occupation Computerized Coding System (NIOCCS)					
NIOCCS Home Page	Ninces				
Log On		through safety and health research /			
Register for an Account	CDC > NIOSH > NIOCCS Home Page				
Census Alpha Index Lookup					
Code a File	Password Reset Request				
Code a Single Record =	1 uss word heset hequest	Enter Empil Address used with NIOCCS assounts			
I & O Coding					
Crosswalk Coding					
Help +		I'm not a robot			
		Submit			

A new temporary password will be generated and emailed to you.

Confirmation that the request was received and processed will be displayed on the screen as shown below. At next logon, you will be required to change the *temporary* password to a new password via the **My Profile** screen.

NIOSH Industry and Occupation Computerized Coding System (NIOCCS)					
NIOCCS Home Page					
Log On	through safety and health research / MOSH				
Register for an Account	CDC > NIOSH > NIOCCS Home Page				
Census Alpha Index Lookup					
Code a File	NIOCCS Password Reset Confirmation				
Code a Single Record =					
I & O Coding	Your password reset request is being processed. An email containing your				
Crosswalk Coding	temporary password will be sent soon. You will be required to change it at initial				
Help +	iuguit.				
Return to NIOCCS Home Page					

2.3 Logging Off

Log off the NIOCCS system by clicking the **Log Off** menu item from the NIOCCS home page.

NIOCCS Home Page	
Log Off (sxn1@cdc.gov)	-
Census Alpha Index Lookup	
Code a File	
Code a Single Record	+
My Profile	
Help	+

After clicking Log Off, the following Confirmation screen will appear.

NIOSH Industry and Occupation Computerized Coding System (NIOCCS)						
NIOCCS Home Page	Nioces	Promoting productive workplaces through safety and health research				
Census Alpha Index Lookup	<u>CDC</u> > <u>NIOSH</u>					
Code a File	NIOCCS Logoff Confirmation					
Code a Single Record						
My Profile	Are you sure you want to logoff?	-				
Help +	Yes No	0				

2.4 NIOCCS Home Page (Logged on)

Once logged on, the home page displays a summary of your files that have been submitted to NIOCCS as shown below.

NIOSH Industry and Occupation Computerized Coding System (NIOCCS)						
Ninces	Promoting pr					
NIGOUS.	through safet	ty and health research /				
CDC > NIOSH > NIOCCS Home Page						
welcome to NIOCCS						
Summary of Your Files	Active	Historical: 20				
,	L& O Files: 17					
	Crosswalk Files: 3					
News / Updates		^				
Notice						
NIOCCS Version 3.0 is implemented						
	Deccupation Computerized Codiu NECCE > NIOSH > NIOCCS Home Page Welcome to NIOCCS Summary of Your Files News / Updates Notice NIOCCS Version 3.0 is implemented.	Deccupation Computerized Coding System (NIOCCS) Promoting pithrough safe CDC > NIOSH > NIOCCS Home Page Welcome to NIOCCS Summary of Your Files L&O Files: 17 Crosswalk Files: 3 News / Updates Notice NIOCCS Version 3.0 is implemented.				

In the **Summary of Your Files** section you will see the number of 'active' files and 'historical' files which have been submitted to NIOCCS for coding. You can click on any of the underlined counts to view more details about the files in that group.

<u>Active Files</u> are files that are either currently being coded or have completed the autocoding process and are available to you for computer assisted coding. Files are available for computer assisted coding for 60 days from the date submitted for autocoding.

<u>Historical Files</u> are a files which have been submitted to NIOCCS and coded sometime in the past but are past the expiration date for being actively available for computer assisted coding. See Chapter 8 for more information about Historical Files.

3 MY PROFILE

Each NIOCCS user has a user profile. Profiles store contact information, enable modification to passwords, and establish NIOCCS system default preferences.

To access and manage information in your profile, you <u>must</u> be logged on then click the **My Profile** menu item.



To update profile information, enter new values in the fields provided on the **My Profile** screen then click the **Update Profile** button.

A message "PROFILE UPDATED" will appear indicating the change was made in the system.

Nioccs	Promoting productive workplaces through safety and health research
<u>CDC</u> > <u>NIOSH</u>	
My Profile	
Organization: NIOSH	
Contact Phone #: 513-555-8800	
2010 (NAIC) 201	CS 2007, SOC 2010)
Update Profile PR	OFILE UPDATED
New Password:	Password Requirements
Confirm Password:	
Change Password	

IMPORTANT NOTE: If a user needs to change their email address and/or organization information, they will need to contact NIOSH. Since the user's email address is used as the NIOCCS account ID, only a NIOCCS System Administrator can make this change.

3.1 Default I&O Coding Scheme Preference

You can set the default I&O coding scheme to be used for autocoding. This means that the Census coding scheme option chosen as your preference will be displayed by default in the **Code a File** screen.

On the **My Profile** screen, users can select preferences for the following system options:

System Setting	Valid Options
Default I&O Coding Scheme	Census 2000 (includes NAICS 1997 & SOC 2000)
	Census 2002 (includes NAICS 2002 & SOC 2000)
	Census 2010 (includes NAICS 2007 & SOC 2010)

3.2 Change Password

From the **My Profile** screen, enter a new password in the **New Password** field and the same value in the **Confirm Password** field, then click the **Change Password** button.

NIOSH Industry and	Occupation Computerized Coding System (NIOCCS)	
NIOCCS Home Page	Promoting productive workplaces	Incu
Log Off (sxn1@cdc.gov)	through safety and health research /	030
Census Alpha Index Lookup	CDC > NIOSH	
Code a File		
Code a Single Record	+ My Profile	
My Profile		
Help +	+ Organization: NIOSH	
	Contact Phone #: 555-222-8888	
	Z Default I&O Coding Scheme: CENSUS 2010 (NAICS 2007, SOC 2010)	
	Update Profile	
	New Password: Password Requirements	
	Confirm Password:	
	Change Password	

If the password was changed successfully, a message will be displayed stating that the password was changed. The user will use the new password for all subsequent logon attempts.

If the password entered does not follow the required password rules, the following error message will be displayed:

New Password:	•••••	Password Requirements		
Confirm Password:	•••••	Password entered does not follow password rule		
	Change Password			

Password Requirements:

- Must be 8 30 characters in length
- At least one upper and one lower case character
- No spaces
- No special characters

4 CENSUS ALPHABETICAL INDEX LOOKUP

4.1 Census Alphabetical Indexes Overview

The Census Alphabetical Index of Industries and Occupations lists industry and occupation titles used most often in the economy. These indexes were developed by the U.S. Census Bureau for use in classifying a respondents industry and occupation as reported in Census Bureau demographic surveys. These indexes list over 21,000 industry and 31,000 occupation titles in alphabetical order. Each title has been assigned a Census industry code or Census occupation code. Additionally, the associated North American Industry Classification System (NAICS) code or Standard Occupational Classification (SOC) code is also provided for each title. For more detailed information about the Census Alphabetical Indexes, go to the U.S. Census Bureau website at: https://www.census.gov/topics/employment/industry-occupation/guidance/indexes.html

4.2 CDC Supplements to the Census Alphabetical Indexes

CDC/NIOSH supplemented the Census Alphabetical indexes for NIOCCS with special codes for unpaid workers, non-workers, and the military along with additional I&O titles found from frequent I&O responses in files coded by NIOSH since 2012. These additional I&O titles reflect current employment terms and abbreviations not provided in the Census Alphabetical Indexes.

Unpaid Worker Codes

An unpaid worker is someone who is not in the workforce and does not have an occupation for pay. This may be due to the fact that they are unable to work or are too young to be in the workforce. These codes were created by CDC/NIOSH and were added to the Census Alphabetical Indexes.

Non Paid Worker Title	1990 Ind	1990 Осс	2000 Ind	2000 Осс	2002 Ind	2002 Осс	2010 Ind	2010 Occ
Housewife	961	914	989	901	9890	9010	9890	9010
Homemaker	961	914	989	901	9890	9010	9890	9010
Volunteers	961	916	989	902	9890	9020	9890	9020
Student	961	915	989	905	9890	9050	9890	9070
Retired	970	913	988	906	9880	9060	9880	9060
Did not work	961	917	989	910	9890	9100	9890	9100
Child or Infant	961	917	989	910	9890	9100	9890	9100
Patient	961	917	989	910	9890	9100	9890	9100
Disabled	961	917	989	910	9890	9100	9890	9100
Inmate	961	917	989	910	9890	9100	9890	9100
Blank, unknown, don't know, n.a., refused or information is inadequate to decide a code	990	999	999	990	9990	9900	9990	9900

4.3 The Census Industry Alphabetical Index

The Census Industry Alphabetical Index displays 5 columns:

- Title Industry title
- Ind Code Census industry code
- Census Restriction Census occupation restriction rule
- SOC Restriction BLS Standard Occupation Code (SOC) restriction rule
- NAICS North American Industry Classification System code

Census Alpha Index Lookup			
Census Industry Alpha Index		Census 2010 / NAICS 2007 / SOC 2010	
Beginning:	Find	Next Prev 0/0	
Title	Ind Code	Census Restriction SOC Restriction	NAICS
Acidophilus Milk (Mfg.)	1170		311511
Acids (Mfg.)	2290		325199
Acids (Whsl.)	<u>4380</u>		424690
Acoustical Board, Mineral Wool (Mfg.)	2590		327993
Acoustical Plaster (Mfg.)	2570		<u>327420</u>
Acoustical Soundproofing (Const.)	0770	Construction <u>6200-6765, 9130</u> Construction <u>47-0000</u> -47-4999, <u>53-3030</u>	238310
Acoustical Suspension Systems, Metal (Mfg.)	<u>2870</u>		332323
Acoustical Tile (Mfg.)	2590		327999
Acoustical Work (Const.)	<u>0770</u>	Construction <u>6200-6765, 9130</u> Construction <u>47-0000</u> -47-4999, <u>53-3030</u>	<u>238310</u>
Acrilan Fabrics (Mfg.)	<u>1480</u>		313210
Acrilan Fibers (Mfg.)	2170		325222
Acrylic Broad Woven Fabric (Mfg.)	1480		313210
Acrylic Fibers (Mfg.)	<u>2170</u>		325222
Activated Carbon (Mfg.)	2290		325998
Activated Charcoal (Mfg.)	<u>2290</u>		<u>325998</u>
Activity Center, Disabled, Elderly, and Mentally	8270		624120
Handicapped	03/0		624120
Actors	<u>8560</u>		711510
Actuarial Bureau	<u>6990</u>		<u>524298</u>
Actuary's Office	<u>6990</u>		<u>524298</u>
Acupuncture	<u>8080</u>		<u>621399</u>
Adding Machine Rolls, Paper (Mfg.)	<u>1890</u>		<u>322231</u>
Adding Machines (Mfg.)	3090		333313
Adding Machines (Ret.)	<u>5480</u>		<u>453210</u>
Adding Machines (Whsl.)	4170		423420
Address List Compilers	<u>6480</u>		<u>511140</u>
		<u>« « 1 2 3 4 5 6 7 8 9 10) =</u>	

4.4 The Census Occupation Alphabetical Index

The Census Occupation Alpha Index displays 5 columns:

- Title Occupation/Job title
- Occ Code Census occupation code
- **Census Restriction** Census industry restriction rule
- NAICS Restriction NAICS industry restriction rule
- SOC BLS Standard Occupation Code

Census Alpha Index Lookup				
Census Occupation Alpha Index		Censi	us 2010 / NAICS 2007 / SOC 2010 🔽	
Beginning:	Find	Next Prev 0/0		
Title	Occ Code	Census Restriction	NAICS Restriction	soc
A Mill Operator	8965			51-9199
A Operator	5020	<u>6680</u>	<u>5171</u>	<u>43-2021</u>
A Operator	<u>8965</u>	Exc. <u>6680</u>	Exc. <u>5171</u>	<u>51-9199</u>
A.B. Seaman	<u>9300</u>	# <u>6090</u>	# <u>483</u>	<u>53-5011</u>
A.C.P. Clerk	<u>5940</u>			<u>43-9199</u>
A.D.P Customer Liaison	<u>1050</u>			<u>15-1151</u>
A.D.P Planner	<u>1060</u>			<u>15-1141</u>
A.D.P System Coordinator	<u>1105</u>			<u>15-1142</u>
A.D.P Systems Security	<u>1007</u>			<u>15-1122</u>
A.S.A.T. C.O.R.E. Counselor	2000			<u>21-1019</u>
A.T.M Specialist	<u>7010</u>			<u>49-2011</u>
Abalone Fisherman	<u>6100</u>	# <u>0280</u>	# <u>114</u>	<u>45-3011</u>
Abalone Processor	<u>7855</u>	(<u>1280</u>)	(<u>3117</u>)	<u>51-3099</u>
Able Seaman	<u>9300</u>	# <u>6090</u>	# <u>483</u>	<u>53-5011</u>
Abnormal Psychologist	<u>1820</u>			<u>19-3031</u>
Abrasive Coating Machine Set Up Operator	<u>8810</u>			<u>51-9121</u>
Abrasive Grader	<u>8740</u>			<u>51-9061</u>
Abrasive Grinder	<u>8650</u>			<u>51-9021</u>
Abrasive Mixer	<u>8650</u>	(<u>2590</u>)	(<u>3279</u>)	<u>51-9023</u>
Abrasive Wheel Molder	<u>8720</u>	(<u>2590</u>)	(<u>3279</u>)	<u>51-9041</u>
Abrasive Worker	8000			<u>51-4033</u>
Absorber Operator	<u>8640</u>			<u>51-9012</u>
Absorption Plant Operator	<u>8630</u>	<u>2070</u>	<u>32411</u>	<u>51-8093</u>
Abstract Clerk	<u>2160</u>	(<u>7270</u>)	(<u>54119</u>)	<u>23-2093</u>
Abstract Searcher	2160	(<u>7270</u>)	(<u>54119</u>)	23-2093
		1 <u>2 3 4 5</u>	<u>6 7 8 9 10 2 *</u>	

4.5 Understanding the Codes

You can hover your cursor over any of the underlined codes in either the industry or occupation index screens to view a pop-up containing the general category description of that code.

Tal-	Ind	C	COC Destriction	NAICC
Title	Code	Census Restriction	SOC RESULCION	NAICS
Acidophilus Milk (Mfg.)	<u>1170</u>			311511
Acids (Mfg.)	2290			Mineral Wool
Acids (Whsl.)	<u>4380</u>	First Line Commission of		Manufacturing
Acoustical Board, Mineral Wool (Mfg.)	2590	Construction Trades and		327993
Acoustical Plaster (Mfg.)	2570	Extraction Workers		327420
Acoustical Soundproofing (Const.)	0770	Construction 6200-6765, 9130	Construction <u>47-0000</u> -47-4999, <u>53-3030</u>	238310
Acoustical Suspension Systems, Metal (Mfg.)	2870	N		332323
Acoustical Tile (Mfg.)	2590			327999
Acoustical Work (Const.)	<u>0770</u>	Construction <u>6200</u> - <u>6765</u> , <u>9130</u>	Construction 47-0000-47-4999, 53-3030	238310
Acrilan Fabrics (Mfg.)	<u>1480</u>			313210
Acrilan Fibers (Mfg.)	2170			325222
Acrylic Broad Woven Fabric (Mfg.)	<u>1480</u>			313210
Acrylic Fibers (Mfg.)	<u>2170</u>			325222
Activated Carbon (Mfg.)	2290			325998
Activated Charcoal (Mfg.)	Independent A	rtists,		325998
Activity Center, Disabled, Elderly, and Mentally	Spectator Sport	ts, and		424120
Handicapped	Related Indus	tries		624120
Actors	8560	b		711510
Actuarial Bureau	<u>6990</u>			524298
A -two la Office	(000			50 1000

You can click on a Census code to obtain a list of all the titles in the index that have been assigned this same industry or occupation code.

Census Alpha Index Lookup				
Census Industry Alpha Index		Census 2010 / NAICS 200	7/SOC 2010	
Beginning:	Find	Next Prev 0/0		
Title	Ind Code	Census Restriction	SOC Restriction	NAICS
Acidophilus Milk (Mfg.)	<u>1170</u>			<u>311511</u>
Acids (Mfg.)	<u>2290</u>			<u>325199</u>
Acids (Whsl.)	<u>4380</u>			<u>424690</u>
Acoustical Board, Mineral Wool (Mfg.)	<u>2590</u> •			<u>327993</u>
Acoustical Plaster (Mfg.)	<u>2570</u>	-		<u>327420</u>
Acoustical Soundproofing (Const.)	0770	Construction 6200-6765, 9130	Construction 47-0000-47-4999, 53-3030	238310
Acoustical Suspension Systems, Metal (Mfg.)	<u>2870</u>			332323



Category:	Miscellaneous Nonmetallic Mineral Product Manufacturing		
Ind Code	Title	NAICS	Occ Code
2590	Abrasive Bricks (Mfg.)	327991	
2590	Abrasive Cloth (Mfg.)	327910	
2590	Abrasive Disks, Exc. Dental (Mfg.)	327910	
2590	Abrasive Grains (Mfg.)	327910	
2590	Abrasive Grinding Wheels, Exc. Dental (Mfg.)	327910	
2590	Abrasive Paper (Mfg.)	327910	
2590	Abrasive Points, Exc. Dental (Mfg.)	327910	
2590	Abrasive Sticks (Mfg.)	327910	
2590	Abrasive Stones (Mfg.)	327910	
2590	Abrasive Tools (Mfg.)	327910	
2590	Abrasive Wheels, Exc. Dental (Mfg.)	327910	
2590	Acoustical Board, Mineral Wool (Mfg.)	327993	
2590	Acoustical Tile (Mfg.)	327999	
2590	Altars, Cut Stone (Mfg.)	327991	
2590	Altars, Marble (Mfg.)	327991	
2590	Aluminum Oxide Abrasives (Mfg.)	327910	

(Partial list)

You can click on a SOC code to obtain the SOC code description.

Census Alpha Index Lookup				
Census Industry Alpha Index		Census 2010 / NAICS	5 2007 / SOC 2010	
Beginning:	Find	Next Prev 0/0		
Title	Ind Code	Census Restriction	SOC Restriction	NAICS
Acidophilus Milk (Mfg.)	<u>1170</u>			<u>311511</u>
Acids (Mfg.)	<u>2290</u>			325199
Acids (Whsl.)	<u>4380</u>			<u>424690</u>
Acoustical Board, Mineral Wool (Mfg.)	<u>2590</u>			<u>327993</u>
Acoustical Plaster (Mfg.)	<u>2570</u>			<u>327420</u>
Acoustical Soundproofing (Const.)	0770	Construction 6200-6765, 9130	Construction <u>47-0000</u> -47-4999, <u>53-30</u>	30 238310
Acoustical Suspension Systems, Metal (Mfg.)	2870			332323



Code: 47-0000
Title: Construction and Extraction Occupations
Publish Year: 2010
Description:
This major occupation group includes the following five minor occupation groups:
 47-1000 Supervisors of Construction and Extraction Workers,
(2) 47-2000 Construction Trades Workers,
(3) 47-3000 Helpers, Construction Trades,
(4) 47-4000 Other Construction and Related Workers, and
(5) 47-5000 Extraction Workers

You can click on a NAICS code to obtain the NAICS code description.

Census Alpha Index Lookup			
Census Industry Alpha Index		Census 2010 / NAICS 2007 / SOC 2010	
Beginning:	Find	Next Prev 0/0	
Title	Ind Code	Census Restriction SOC Restriction	NAICS
Acidophilus Milk (Mfg.)	<u>1170</u>		311511
Acids (Mfg.)	2290		<u>325199</u>
Acids (Whsl.)	<u>4380</u>		<u>424690</u>
Acoustical Board, Mineral Wool (Mfg.)	<u>2590</u>		<u>327993</u>
Acoustical Plaster (Mfg.)	<u>2570</u>		<u>327420</u>
Acoustical Soundproofing (Const.)	0770	Construction <u>6200-6765, 9130</u> Construction <u>47-0000</u> -47-4999, <u>53-3030</u>	238310
Acoustical Suspension Systems, Metal (Mfg.)	2870		332323



311511 Fluid Milk Manufacturing

This U.S. industry comprises establishments primarily engaged in

(1) manufacturing processed milk products, such as pasteurized milk or cream and sour cream and/or (2) manufacturing fluid milk dairy substitutes from soybeans and other nondairy substances.

Cross-References. Establishments primarily engaged in-

Manufacturing dry mix whipped toppings, canned milk, and ultra high temperature milk- are classified in U.S. Industry <u>311514</u>, Dry, Condensed, and Evaporated Dairy Product Manufacturing;

 Manufacturing frozen whipped toppings-are classified in U.S. Industry 311412, Frozen Specialty Food Manufacturing; and

 Manufacturing ice cream and frozen yogurt and other frozen desserts-are classified in Industry <u>311520</u>, Ice Cream and Frozen Dessert Manufacturing.

4.6 Search Options

NIOCCS provides the ability to search the Census Alphabetical Indexes by either industry or occupation titles or codes.

To submit a search, do the following:

- 1. Select the index to search (industry or occupation)
- 2. Select the Census Coding Scheme to search
- 3. Enter text or code to search in the search box
- 4. Click the **Find** button or hit the enter key

NIOSH Industry and Occupation Computerized Coding System (NIOCCS)				
Nioces			Promoting productive workplaces through safety and health research)SH °
CDC > NIOSH > NIOCCS Home Page			2.	
Census Alpha Index Lookup	3.			
Census Industry Alpha Index 🔽	1	4.	Census 2010 / NAICS 2007 / SOC 2010 🔽	
Beginning:	Find Ne	ext Prev 0/0		
Title	Ind C Code	ensus Restriction	SOC Restriction	NAICS
A.A.A. (American Automobile Association)	<u>7670</u>			<u>561599</u>
A.B.C. Liquor (Ret.)	4990			445310
A.D.T. (American District Telegraph)	<u>7680</u>			<u>561621</u>
A.F. of L. (American Federation of Labor)	<u>9180</u>			<u>813930</u>
A.K. Steel	<u>2670</u>			<u>331111</u>
A.S.C.A.P. (American Society of Composers, Artists and Publishers)	<u>9190</u>			813920
Abalone Boat	<u>0280</u>			<u>114112</u>
Abalone Processing (Mfg.)	1280			<u>31171</u>

By default, the search will find records in the alpha index that *begin with* the text entered for searching. Options for searching included:

Beginning
Containing- searches for all titles beginning with the text entered
- searches for all titles containing the test entered
- lists all matched candidates to the text being searched in matched score
order.

4.7 Example Index Searches

The search examples provided below use the Industry Alpha Index. The same searching methods are used in the occupation alpha index.

Search for industry titles that begin with 'hospital'.

ioccs		Promoting productive workplace through safety and health resea	rs rch / NIOSH [®]
C > NIOSH > NIOCCS Home Page			
ndustry Census Alpha Inde	x Lookup		
Census Industry Alpha Index	Census 2010 / NAICS 2007 / SOC 2010	Show Changes from Original Alpha Index	Show Advanced Info in Titles
Beginning: 🔽 hospital	Find Next Prev 1-18/31		
Title	Ind Code Census Restriction	SOC Restriction	N
Hospice Home Nursing Care	<u>8170</u>		<u>62</u>
Hospice Home Service	<u>8170</u>		<u>62</u>
Hospice Insurance	<u>6990</u>		<u>52</u>
Hospice Laundry	<u>8270</u>		<u>62</u>
Hospice Management	7780		56
Hospice Society	<u>9170</u>		<u>81</u>
Hospice, Exc. Home Care	<u>8270</u>		<u>62</u>
Hospital \ N.S.	<u>8190</u>		<u>62</u>
Hospital Beds (Mfg.)	<u>3960</u>		<u>33</u>
Hospital Cafeteria	<u>8680</u>		72
Hospital Cleaning Service	<u>7690</u>		<u>56</u>
Hospital Clinic	<u>8190</u>		<u>62</u>
Hospital Equipment (Whsl.)	<u>4170</u> <u>4850</u>	<u>41-4000</u>	<u>42</u>
Hospital Flower Shop (Ret.)	<u>5470</u>		<u>45</u>
Hospital Foundation	<u>9170</u>		<u>81</u>
Hospital Garments (Mfg.)	<u>1680</u>		<u>31</u>
Hospital Gift Shop (Ret.)	<u>5570</u>		<u>45</u>
Hospital Insurance	<u>6990</u>		<u>52</u>
Hospital Laundry	<u>8190</u>		<u>62</u>
Hospital Management	7780		56
Hospital Service Plans	<u>6990</u>		<u>52</u>
Hospital Supplies (Mfg.)	<u>3960</u>		33
Hospital Supplies (Whsl.)	4170		42
Hospital Uniforms (Mfg.)	1680		31
Hospital, Animal	7480		54

After clicking the **Find** button to search for industry text beginning with '**hospital**', the system will display the first page which contain industry titles that begin with 'hospital'. In the example above, the titles found are highlighted in yellow.

There is a count (circled in red above) providing the number of titles found beginning with 'hospital' on the currently displayed page of titles (1-18) and the total number of titles found in the entire index (31).

Click the **Next** button to see the remaining titles in the industry index that begin with 'hospital'. Notice the count has changed to 19-31/31 which means you are viewing the 10th through 31st industry titles that begin with 'hospital' out of a total of 31 titles found.

Industry Census Alpha Index L	ookup					
Census Industry Alpha Index	Census 2010 / NA	ICS 2007 / SOC 2010	□ Show Changes from	n Original Alpha Index	Show Advanced Ir	nfo in Titles
Beginning: 🖌 hospital	Find	Next Pret 19-31/31				
Title	Ind Code	Census Restriction		SOC Restriction		NAICS
Hospital, Convalescent	<u>8270</u>					<u>623110</u>
Hospitality \ N.S.	<u>8680</u>	<u>0310, 4000, 4010, 4020, 4030</u> 4130, 4140, 4150, 4160, 9130	<u>4040, 4050, 4060, 4110</u> ,	11-9051, 35-1011, 35-1012, 35-2015, 35-2021, 35-3011, 35-3031, 35-9011, 35-9021, 53-3031	<u>35-2011, 35-2014,</u> <u>35-3021, 35-3022,</u> <u>35-9031, 35-9099,</u>	<u>722</u>
Hospitality \ N.S.	<u>8590</u>	0330, 3930, 4300, 4400, 4430	. <u>4720, 5130</u>	<u>11-9071, 33-9031, 39-1011,</u> <u>39-3012, 39-3019, 39-3099</u> ,	<u>39-1012, 39-3011,</u> <u>41-2012, 43-3041</u>	<u>713210</u>
Hospitality \ N.S.	<u>8660</u>	0340, 0725, 4230, 4530, 5300		<u>11-9081, 13-1121, 37-2012,</u> <u>43-4081</u>	<u>39-6011, 39-6012,</u>	<u>721110</u>
Hospitality \ N.S.	<u>8570</u>	<u>2400, 4540</u>		25-4012, 25-4013, 39-7011		<u>7121</u>
Hospitality \ N.S.	<u>8590</u>	2720, 3955, 4320, 4430, 4620		<u>27-2023, 33-9092, 39-1021, 39-9031</u>	<u>39-3091, 39-3093,</u>	<u>7139</u>
Hospitality \ N.S.	7670	4540, 4830		39-7012, 41-3041		561510
Hospitality \ N.S.	<u>7670</u>	\ Any not listed		\ Any not listed		<u>561510</u>
Hospitality Service	<u>7670</u>					<u>561591</u>
Hospitalization Benefits	<u>6990</u>					<u>524114</u>
Hospitalization Insurance Co.	<u>6990</u>					<u>524114</u>
Hospitalization Service Co.	<u>6990</u>					<u>524114</u>
Hospitalization, Group	<u>6990</u>					<u>524114</u>
Hostels	<u>8660</u>					<u>721199</u>
Hot Air Registers (Mfg.)	<u>2870</u>					<u>332323</u>
Hot Dog Stand (Ret.)	<u>8680</u>					722330
Hot Dogs Exc. Poultry (Mfg.)	<u>1180</u>					<u>31161</u>
Hot Dogs, Poultry (Mfg.)	<u>1180</u>					311615
Hot Rolled Iron and Steel Products (Mfg.)	<u>2670</u>					<u>331111</u>
Hot Tub, Spas (Ret.)	<u>5580</u>					<u>453998</u>
Hot Tubs, Exc. Wood (Mfg.)	<u>2370</u>					<u>326191</u>
Hot Tubs, Wood (Mfg.)	<u>3870</u>					321920
Hot Water Heaters, Electric (Mfg.)	<u>3470</u>					<u>335228</u>
Hot Water Heaters, Exc. Household (Mfg.)	<u>3190</u>					<u>333414</u>
Hot Water Heating Apparatus (Mfg.)	<u>3190</u>					<u>333414</u>

Click the **Previous** button to return to view the 1st through 18th industry titles that begin with 'hospital'.

Search for industry titles that <u>contain</u> the word '**hospital**'.

Industry Census Alpha Index Lookup)			
Census Industry Alpha Index 🗸 Census	2010/NA	ICS 2007 / SOC 2010	Show Changes from Original Alpha Index	Show Advanced Info in Titles
Containing: V hospital	Find	Next Prev 1/95		
Title	Ind Code	Census Restriction	SOC Restriction	NAICS
Alabaster (Ext.)	<u>0470</u>			<u>212399</u>
Alarm Signal Service	7680			<u>561621</u>
Alarm Signal Systems (Whsl.)	<u>4190</u>			423610
Albums (E.G. Photo, Scrap) (Mfg.)	1990			<u>323118</u>
Alcohol, Denatured (Mfg.)	2290			325193
Alcohol, Grain, Exc. Industrial (Mfg.)	1370			<u>312140</u>
Alcohol, Grain, Industrial (Mfg.)	2290			<u>325193</u>
Alcohol, Industrial (Mfg.)	2290	First in	dustry title found containing	<u>325193</u>
Alcohol, Industrial (Whsl.)	4380		'hospital'	<u>424690</u>
Alcohol, Wood (Mfg.)	2290			<u>325191</u>
Alcoholic Beverage Drinking Places	<u>8690</u>			<u>722410</u>
Alcoholic Cordials (Mfg.)	<u>1370</u>			<u>312140</u>
Alcoholic Sanitarium	<u>8270</u>			<u>623110</u>
Alcoholics Anonymous	8370			<u>624190</u>
Alcoholism Counseling Center, Exc. Medical Treatment	<u>8370</u>	Exc. <u>3000-3655</u>	Exc. <u>29-0000-31-0000</u>	<u>624190</u>
Alcoholism Information Centers	<u>8370</u>			<u>624190</u>
Alcoholism Rehabilitation Center	8 <u>290</u>			<u>623220</u>
Alcoholism Self-Help Organizations	8370			<u>624190</u>
Alcoholism Treatment Center \ Any Not Listed	8090			<u>621420</u>
Alcoholism Treatment Center, Hospital	8190			622210
Alcoholism Treatment Center, Outpatient	<u>8090</u>			<u>621420</u>
Ale (Mfg.)	<u>1370</u>			<u>312120</u>
Alfalfa Baling	<u>0290</u>			<u>115114</u>
Alfalfa Dehydrating (Mfg.)	1070			<u>311119</u>
Alfalfa Feed (Mfg.)	1070			<u>311119</u>
	<u>«</u> (5 16 17 18 19 20) »	

After clicking the **Find** button to search for industry text that <u>contains</u> the word '**hospital'**, the system will highlight and display the first industry title found which contains the word 'hospital'.

The count (circled in red above) shows that you are on the 1st of 95 total industry titles found that contain the word 'hospital'.

Click the **Next** button to go to the next industry title that contains 'hospital'.

Click the **Previous** button to return to the previously viewed industry title that contains 'hospital'.

The count will change as you click **Next** or **Previous**, such as: 5/95 which would mean you are on the 5th title found out of 95 that contains the word 'hospital'.

Search for industry titles that <u>contain</u> the word 'hospital' <u>sorted by Scored match</u>.

The **score** value is a numerical score assigned by NIOCCS to index lines that are matched candidates to the text being searched. The most relevant index lines receive the highest scores and are displayed first.

Census Industry Alpha Index	Census 2010 / N	AICS 2007 / SOC 2010	□ Show Changes from Original Alpha Index	Show Advanced Info in Title	5
Scored match:	Find	Next Prev			
Title	Ind Code	Census Restriction	SOC Restriction	NAICS	Score
Hospital \ N.S.	<u>8190</u>			<u>622110</u>	1.000
Hospitalization Service Co.	<u>6990</u>			<u>524114</u>	0.736
Animal Hospital	<u>7480</u>			<u>541940</u>	0.700
Bed, Hospital (Mfg.)	<u>3960</u>			<u>339113</u>	0.700
Cat Hospital	<u>7480</u>			<u>541940</u>	0.700
Children's Hospital	<u>8190</u>			<u>622110</u>	0.700
City Hospital	<u>8190</u>			<u>622110</u>	0.700
College Hospital	<u>8190</u>			<u>622110</u>	0.700
Community Hospital	<u>8190</u>			<u>622110</u>	0.700
Convalescent Hospital Exc. Psychiatric	<u>8270</u>			<u>623110</u>	0.700
Dispensary, Hospital	<u>8190</u>			<u>622</u>	0.700
Dog Hospital	<u>7480</u>			<u>541940</u>	0.700
Doll Hospital	<u>8880</u>			<u>811490</u>	0.700
General Hospital	<u>8190</u>			<u>622110</u>	0.700
Gift Shop Hospital (Ret.)	<u>5570</u>			<u>453220</u>	0.700
Group Health Association Hospital	<u>8190</u>			<u>622110</u>	0.700
Health Clinic, Hospital	<u>8190</u>			<u>622110</u>	0.700
Hmo Hospital	<u>8190</u>			<u>622110</u>	0.700
Hospice \ N.S.	<u>8190</u>			<u>622110</u>	0.700
Hospital Beds (Mfg.)	<u>3960</u>			<u>339113</u>	0.700
Hospital Cafeteria	<u>8680</u>			<u>722212</u>	0.700
Hospital Cleaning Service	<u>7690</u>			<u>561720</u>	0.700
Hospital Clinic	<u>8190</u>			<u>622310</u>	0.700
Hospital Equipment (Whsl.)	<u>4170</u>	4850	<u>41-4000</u>	423450	0.700
Hospital Flower Shop (Ret.)	5470			453110	0.700

For more detailed information about how the scores are calculated, see the section on 'How NIOCCS Works' found on the NIOCCS overview webpage at: <u>https://www.cdc.gov/niosh/topics/coding/overview.html</u>

You can search for more specific titles by adding more text in the search box.

For example, if you enter only '**Auto**' in the search box the system will find 283 titles beginning with 'Auto' and 510 titles that contain the word 'Auto'.

But if you enter '**Auto parts**' in the search box your results will be more refined with only 6 titles beginning with 'Auto parts' (as shown below) and 19 titles that contain the words 'Auto parts'.

Industry Census Alpha Index	Lookup		
Census Industry Alpha Index	Census 2010 / NAICS 2007 / SOC 2010	□ Show Changes from Original Alpha Index	Show Advanced Info in Titles
Beginning:	Find Next Prev 1-6/7		
Title	Ind Code Census Restriction	SOC Restriction	NAICS
Auto Lights (Mfg.)	<u>3570</u>		<u>336321</u>
Auto Locks (Mfg.)	<u>2980</u>		<u>332510</u>
Auto Lubrication Service	<u>8770</u>		<u>811191</u>
Auto Machine Shop Service	2880		<u>332710</u>
Auto Moldings, Metal (Mfg.)	3570		<u>336370</u>
Auto Motor Rebuilding Shop	<u>8770</u>		<u>811111</u>
Auto Muffler (Mfg.)	<u>3570</u>		<u>336399</u>
Auto Muffler Shop, Sales and Installation	<u>8770</u>		<u>811112</u>
Auto Mufflers, Sale and Installation	<u>8770</u>		<u>811112</u>
Auto Oil Filters (Mfg.)	3570		<u>336399</u>
Auto Owners' Association	<u>9170</u>		<u>813410</u>
Auto Owners' Club	<u>9170</u>		<u>813410</u>
Auto Paint Shop	<u>8770</u>		<u>811121</u>
Auto Parking Facilities	<u>9090</u>		<u>812930</u>
Auto Parking Garage	9090		<u>812930</u>
Auto Parking Grounds	<u>9090</u>		<u>812930</u>
Auto Parking Lot	<u>9090</u>		<u>812930</u>
Auto Parking Service	<u>9090</u>		<u>812930</u>
Auto Parking Station	<u>9090</u>		<u>812930</u>
Auto Parts (Mfg.)Code By Specified Type of	Product		
Auto Parts (Ret.)	<u>4690</u>		<u>441310</u>
Auto Parts (Whsl.)	<u>4070</u>		<u>423120</u>
Auto Parts \ N.S. (Mfg.)	3570		<u>336399</u>
Auto Parts Depot (Whsl.)	<u>4070</u>		<u>423120</u>
Auto Parts, Used (Ret.)	<u>4690</u>		441310
	<u>« (41</u> 42 43 44 45 .	46 47 48 49 50 <u>»</u>	

4.8 I&O Restrictions in the Census Alpha Indexes

Codes in the Census Alphabetical Indexes sometimes have restriction rules associated with them. These rules are used to ensure occupation codes selected for a given industry are valid; and vice versa for industry codes. See I&O coding instruction manual or attend an I&O coding class for more detailed explanation regarding the Census Alphabetical Indexes.

NIOCCS' Presentation of the Census I&O Alphabetical Index Restrictions

In the Occupation Alpha Index of the NIOCCS system, there are columns labeled 'Census Restriction' and 'NAICS Restriction' which may provide industry restriction rules for each occupation title.

Title	Occ Code	Census Restriction	NAICS Restriction	SOC
Book Store Help	<u>4760</u>			<u>41-2031</u>
Book Trimmer	<u>8710</u>			<u>51-9032</u>
Bookbinder	8256			<u>51-5113</u>
Bookbinding Machine Operator	8256			51-5113
Booker	<u>8710</u>	<u>1390</u>	<u>3122</u>	<u>51-9032</u>
Booker	<u>8965</u>	<u>2380</u>	<u>32621</u>	<u>51-9199</u>
Booker	0500	\ Any not listed	\ Any not listed	<u>13-1011</u>
Bookie	<u>4400</u>	(<u>8590</u>)	(<u>7132</u>)	<u>39-3012</u>
BookingAgent	0500	(<u>6570</u>)	(5121)	13-1011
BookingClerk	<u>5120</u>	<u>4070-4590</u>	<u>423-424</u>	<u>43-3031</u>
BookingClerk	5500	<u>6090</u>	483	<u>43-5011</u>
Bookkeeper	<u>5120</u>			<u>43-3031</u>
Bookkeeper and Clerk	<u>5120</u>			43-3031

Likewise, in the Industry Alpha Index of the NIOCCS system, columns labeled 'Census Restriction' and 'SOC Restriction' may be provided for occupation restriction rules for each industry title.

Title	Ind Code	Census Restriction	SOC Restriction	NAICS
Armored Motor Service	7680			561613
Armory \ N.S.	<u>9590</u>			<u>928110</u>
Army and Navy Store (Ret.)	<u>5390</u>			<u>452990</u>
Army Surplus (Ret.)	5390			452990
Arrows (Mfg.)	<u>3970</u>			<u>339920</u>
Art \ N.S.	7880	2200	25-1194	611519
Art \ N.S.	<u>8560</u>	2600	<u>27-1013</u>	711510
Art \ N.S.	7370	2600, 2630	<u>27-1013, 27-1024</u>	541430
Art \ N.S.	<u>5580</u>	<u>4700-4965</u>	<u>41-0000</u>	<u>453920</u>
Art Dealer (Ret.)	5580			453920
Art Exhibits	8560			711510
Art Gallery (Ret.)	5580			453920
Art Gallery, Exc. Retail	<u>8570</u>	Exc. <u>4700-4840</u>	Exc. <u>41-0000-41-3000</u>	712110
Art Glass (Mfg.)	2490			327212
Art Goods (Ret.)	<u>5580</u>			<u>453998</u>

Examples and meanings of the industry restriction rules in the Occupation Alpha Index can be found in the table below. These same restriction formats apply to occupation restriction rules in the Industry Alpha Index

Restriction Format	Meaning
1070	When this is the industry code, assign this
	occupation code
(1070)	This industry code is <i>suggested</i> for this occupation
	code
#1070	This industry code is mandatory for this occupation
	code
1070, 1080	If either of these are the industry code, assign this
	occupation code
1070-1390	If industry code is in this range, assign this
	occupation code
exc. 1070	If this is not the industry code, assign this occupation
	code
\Any not listed	Check the other index lines; if none apply, assign this
	occupation code

Summary of Industry Restriction Rules

Detailed instructions on how to use the Census Alphabetical Indexes and code restrictions is taught in the NIOSH I&O coding training course. NIOSH recommends attending I&O coding training before using the computer assisted coding feature of the NIOCCS system. For more information on training, visit the NIOSH Industry and Occupation Coding website at: https://www.cdc.gov/niosh/topics/coding/training.html

For more information about the Census Industry and Occupation Alphabetical Indexes, visit the Census website at: <u>https://www2.census.gov/programs-surveys/demo/guidance/industry-</u>occupation/overview2010.pdf

or

review the I&O coding instruction manuals found on the NIOSH Industry and Occupation Coding website at: <u>https://www.cdc.gov/niosh/topics/coding/nioccsuserdocumentation.html</u>

Examples of Industry Restriction Usage

Following are some examples of occupation titles with industry restrictions found in the occupation index. This is NOT an inclusive list of the industry restriction rules.

Occupation titles with no industry restrictions

Some occupation titles occur in any type of industry and, therefore, are not restricted to a particular industry. These titles do not have an industry code in the **Ind Restriction** column.

Example:

Title	Occ Code	Ind Restriction	SOC
BOOKKEEPER	<u>5120</u>		43-3031

One occupation title with one industry code in the **Ind Restriction** column

Example:

Title	Occ Code	Ind Restriction	SOC
GENERAL CONTRACTOR	<u>0220</u>	0770	<u>11-9021</u>

In this example, code '0220' would be assigned for 'General Contractor' when the industry is '0770', blank, unknown, refused, or if the only entry for industry is retired.

Two or more of the same occupation titles with one industry code in Ind Restriction

Example:

Title	Occ Code	Ind Restriction	SOC
CONCILIATOR	0620	7390	<u>13-1079</u>
CONCILIATOR	<u>2110</u>	9180	23-1022

This means the occupation code '0620' can be assigned to the entry 'Conciliator' <u>only</u> when the industry has been assigned the code '7390'. Similarly, occupation code '2110' can be used <u>only</u> when industry is coded '9180'.

Occupation titles with a range of industry codes

Example:

Title	Occ Code	Ind Restriction	SOC
HAND PAINTER	<u>8810</u>	1470- 1670	<u>51-9123</u>

Assign occupation code '8810' to an entry of 'Hand Painter' <u>only</u> if the industry code falls within the range of '1470 - 1670'.

Occupation titles with several industry codes in the Ind Restriction column

Title	Occ Code	Ind Restriction	SOC
POPCORN ATTENDANT	<u>4060</u>	6570, 8680, 8690	<u>35-3022</u>

As with the industry range, assign the occupation code '4060' <u>only</u> if the industry code assigned is one of those listed in the industry restriction.

Occupation titles with a specific industry title

Example:

Title	Occ Code	Ind Restriction	SOC
PAYROLL EXAMINER	<u>0560</u>	DEPT. OF LABOR 9570	<u>13-1041</u>

Code the occupation to '0560' for 'Payroll Examiner' <u>only</u> if the industry entry is 'Department of Labor' which is coded to '9570'.

Occupation titles with industry code in parentheses

Example:

Title		Occ Code	Ind Restriction	SOC
PRIV	ATE EYE	<u>3910</u>	(7680)	<u>33-902</u>

An industry code in parentheses means that this is the suggested industry code for this occupation title. This could be used in cases where the industry title is blank, unknown, NA, refused, retired, etc. to code the industry. If the industry title is <u>not</u> blank and the industry code is not the code in parentheses then the industry code should not be changed and the occupation code should be coded using the occ code for the title.

Occupation titles with industry code preceded by a number sign (#)

Example:

Title	Occ Code	Ind Restriction	SOC
SCHOOL TRAFFIC GUARD	<u>3940</u>	#9470	<u>33-9091</u>

An industry code preceded by a number sign (#) means that this occupation can occur <u>only</u> in that industry. If the industry code was assigned other than the one preceded by the number sign, it should be changed to match the industry code listed.
5 INDUSTRY AND OCCUPATION CODING

5.1 Code a Single Record

To translate text into I&O codes one record at a time, click the **I&O Coding** option under **Code a Single Record** from the NIOCCS menu.

NIOCCS Home Page	
LogOn	
Register for an Account	
Census Alpha Index Lookup	
Code a File	
Code a Single Record	-
I & O Coding	
Crosswalk Coding	
Help	+

On the I&O Single Record Coding screen, enter industry and/or occupation text in the fields provided, choose the **Census coding scheme**, then click the **Submit** button. NIOCCS will process the information and return results for review.

NIOSH Industry and Occupation Computerized Coding System (NIOCCS)									
Nioccs	Promoting prod through safety a	uctive workplaces and health research	Nosh						
CDC > NIOSH > NIOCCS Home Page									
I&O Single Record Coding									
Industry Title:	automobile		Submit						
Occupation Title:	account executive								
Coding Scheme:	Census 2010 / NAICS 2007 / SOC 2010								



&O Single	Record Coding							
ndustry Title: automobile								it
Occupation Title	:	account executive						
oding Scheme:	[Census 2010 / NA	ICS 2007 /	SOC 2010 🗸]			
utocoded Indu	stry and Occupation Sele	ections						
	Title		Census Code	NAICS/SOC	Restriction		BLS	Additional Info
UTO \ N.S. (WH	HSL.)		<u>4070</u>	<u>423120</u>	<u>4850</u>		36,660	
CCOUNT EXE	CUTIVE		<u>4850</u>	<u>41-4012</u>	\ Any not listed		<u>4231/41-4012</u>	
uggested Pairs	(4)		Sugges	ted Candidate	s (Ind 6/Occ 14)]	
Rank		Title		Census Code	NAICS/SOC	Restriction	-	BLS
4	AUTO \ N.S. (WHSL.)			<u>4070</u>	423120	<u>4850</u>		36,660
1	ACCOUNT EXECUTIVE			<u>4850</u>	<u>41-4012</u>	\ Any not listed		4231/41-4012
1	AUTO FACTORY (MFG.)		<u>3570</u>	<u>336111</u>			300
1	ACCOUNT EXECUTIVE			<u>4850</u>	<u>41-4012</u>	\ Any not listed		3361/41-4012
2	AUTO \ N.S.			<u>4670</u>	<u>441110</u>	\ Any not listed		830
2	EXECUTIVE			<u>0430</u>	<u>11-9199</u>	\ Any not listed		4411/11-9199
2	AUTO FACTORY (MFG.)		<u>3570</u>	<u>336111</u>			60
2	EXECUTIVE			0430	<u>11-9199</u>	\ Any not listed		3361/11-9199

The codes determined by NIOCCS to be most accurate for the I&O titles entered will be displayed in the box labeled 'Autocoded Industry and Occupation Selections'.

Below this box are two sections which provide additional code options for the input.

1. Suggested Pairs Tab

This tab displays possible I&O coded pairs that could be correct for the given input I&O text. The pairs are listed in a highest to lowest rank order of confidence.

In the example above, 4 possible combinations of I&O code pairs are presented. The first is the one selected by NIOCCS.

More information can be viewed about the codes by:

- a. Clicking on any of the underlined codes
- b. Hovering the cursor over any of the underlined codes

Sugges	ted Pairs (4)	Suggested Candidates (Ind 6/Occ 14)				
Rank	Title	Census NAICS/SOC	Restriction			
1	AUTO \ N.S. (WHSL.)	Motor Vehicle Equipment	<u>41-4010</u>			
1	ACCOUNT EXECUTIVE	Manufacturing2	\ Any not listed			
1	AUTO FACTORY (MFG.)	3570 <u>336111</u>				
1	ACCOUNT EXECUTIVE	<u>4850</u> <u>41-4012</u>	\ Any not listed			
	AUTO\NS	4670 441110	\ Any not listed			

2. Suggested Candidates Tab

This tab provides matched candidates for the input separately for industry and occupation.

I&O Single Record (Coding	[
Industry Title		automobile						Submit		
industry ride.		automobile						Jubinit		
Occupation Title:		account executive								
Coding Scheme:		Census 2010 / NAICS 2007 /	SOC 2010 🗸							
Autocoded industry and Occ	upation 54	elections								
	Title	Code	NAICS/SOC	Restrict	tion			BLS	Additional In	fo
AUTO \ N.S. (WHSL.)		<u>4070</u>	<u>423120</u>	41-4010	2			36,660		
ACCOUNT EXECUTIVE		<u>4850</u>	<u>41-4012</u>	\ Any no	tlisted			4231/41-4012		
Suggested Pairs (4)		Sugges	ted Candidates	(Ind 6/C	Occ 14)					
Title	Ind	Restriction	NAICS	Score	e Title	Occ	Restriction		SOC	Score
	Code					Code				
		<u>11-1000, 11-3000, 13-1000,</u>			ACCOUNTEXECUTIVE	<u>4810</u>	<u>6990</u>		<u>41-3021</u>	1.000
AUTO \ N.S. (MFG.)	<u>3570</u>	<u>17-2000, 17-3000, 43-5000,</u>	336111	1.000	ACCOUNT EXECUTIVE	0040	<u>7470</u>		<u>11-2011</u>	1.000
		<u>47-2000, 49-9000, 51-0000,</u>			ACCOUNT EXECUTIVE	<u>4850</u>	\ Any not listed		<u>41-4012</u>	1.000
		<u>53-7000</u>			ACCOUNT EXECUTIVE	<u>4800</u>	<u>6470, 6670, 66</u>	80, <u>7280, 7390</u>	<u>41-3011</u>	1.000
AUTO \ N.S. (RET.)	4670	<u>41-1011, 41-2010, 41-2022,</u>	441110	1.000	ACCOUNT EXECUTIVE	<u>4820</u>	<u>6870-6970</u>		<u>41-3031</u>	1.000
	4070	41-2022	400100	1 000	EXECUTIVE	0230	<u>7860</u>		<u>11-9032</u>	0.963
	4070	41-4010	926111	1.000	EXECUTIVE	0230	<u>8470</u>		<u>11-9031</u>	0.963
AUTO FACTORY (MFG.)	3570	40 4044 40 0004 40 0000	33011.	1.000	EXECUTIVE	2060	<u>9160</u>		21-2099	0.963
AUTO \ N.S. (REPAIR)	<u>8770</u>	<u>49-1011, 49-3021, 49-3022,</u> 49-2022, 49-2021, 52-6021	811111	1.000	EXECUTIVE	<u>3730</u>	<u>9470</u>		<u>33-1099</u>	0.963
	4670	47-3023, 47-3031, 33-0031	441110	1.000	EXECUTIVE	0430	\ Any not listed		<u>11-9199</u>	0.963
AUTU (N.S.	4070	Any not listed	<u>44111(</u>	1.000	EXECUTIVE	<u>0950</u>	<u>6870-6890</u>		<u>13-2099</u>	0.963
					EXECUTIVE	0230	7870, 7880		11-9033	0.963
					EXECUTIVE	0430	<u>9370-9390, 94</u>	<u>80-9590</u>	<u>11-9199</u>	0.963
					EXECUTIVE	2025	Salvation Army	9170	21-1099	0.963

5.2 Code a File

This section provides information needed for submitting a file of records to NIOCCS for I&O coding. File size is limited to 30MB. The number of records this equates to will vary depending on how many of the optional fields on the input file format are used. It is recommended to limit file submissions to no more than 100,000 records at a time otherwise the performance of the computer assisted coding user interface may be poor.

5.2.1 NIOCCS Input File Format Options for I&O Coding

Two options exist for submitting records to the NIOCCS system for I&O coding:

- 1. NIOCCS I&O Slim File Format
- 2. NIOCCS I&O Expanded File Format

The NIOCCS Slim File Format contains only 3 fields: Unique Identifier, Industry Title or NAICS code, and Occupation Title. This format should be used if no other additional information (i.e., employer name, job duties, etc.) is available.

Fields DO NOT need to be padded with spaces. Each field must be delimited by a Tab or Pipe character (1). Each record submitted must have a value in the Unique Identifier field and must have at least one value in either the Industry Title or Occupation Title.

Field	Field Sequence	Format	Max Length	Comments
Unique Identifier	1	Alpha- Numeric	50	Required. Must be unique value per record. Example: 12345, or ID12345
Industry Title or NAICS code	2	Alpha- Numeric	250	At least one of these two fields (industry title or occupation title) must contain a value. Examples for industry title or NAICS code: Information Technology Or 443112
Occupation Title	3	Alpha- Numeric	250	At least one of these two fields (industry title or occupation title) must contain a value. Example for occupation title: Consultant

With Industry NAICS codes

Example NIOCCS Slim File Format:

With Industry Titles

ID	Ind title	Occ title	ID	Ind title	Occ Title
2009000091	TELEPHONE COMPANY	AREA MANAGER	8558	85 111422	GREEN HOUSE WO
2009000107	NURSING	LICENSED PRACTICAL NURSE	8558	87 113310	RUN SKIDDER
2009000122	LOGGING	LOGGER	8558	88 111998	FARMHAND
2009000123	GOVERNMENT FINANCE	ACCOUNTANT	8558	89 112310	PACKER
2009000130	FEDERAL GOVERNMENT	OFFICE WORKER	8559	90 111998	GESTATION LABO
2009000168	DISTRIBUTION/SHIPPING	DRIVER	8559	94 113310	EDGER OPERATO
2009000175	STATE OF WASHINGTON	DRIVER'S LICENSE EXAMINER	8559	95 115112	SALES & APPLICA
2009000173	CONSTRUCTION		8559	96 111422	HORTICULTURAL
2009000182	OWNEROCTION		8559	97 111421	OFFICE MANAGER
2009000220	OWN HOME	HOMEMAKER	8559	98 112210	LIVESTOCK BOYER
2009000231	DENTISTRY	OWNER OPERATOR	8559	99 111421	LABORER
2009000290	OWN HOME	HOMEMAKER	8560	00 115210	MANAGER

The **NIOCCS Expanded File Format** should be used if additional information is available that would support the computer assisted coding of the records. Although NIOCCS currently only uses occupation text and industry text or industry NAICS codes in the autocoding engine, additional information can help users to select correct I&O codes on records that are not autocoded.

Fields DO NOT need to be padded with spaces to fill unused positions. However, each field, including optional fields must be delimited by a Tab or Pipe character (|). Each record submitted must have a value in the Unique Identifier field and must have at least one value in either the Industry Title or Occupation Title. All other fields are optional.

Field	Field	Format	Max	Comments
	Sequence		Length	
Unique Identifier	1	Alpha-	50	Required. Must be unique value per record.
.				
Industry Litle	2	Alpha-	250	At least one of these two fields must contain a
Or		Numeric		value.
NAICS Code				At least one of these two fields (industry title or
				Examples:
				Information Technology or 112210
Occupation Title	3	Alpha-	250	At least one of these two fields (industry title or
		Numeric		occupation title) must contain a value.
				Example: "Consultant"
Employer	4	Alpha-	250	Optional. Example: "ABCD Motor Company"
Company Name		Numeric		
Job duties	5	Alpha-	250	Optional. Enter text to describe job duties of
		Numeric		the occupation.
				Used during the computer assisted module to
				help coder decide on the most accurate
				occupation code.
				Example: "assembling nuts and bolts"
Employer City	6	Alpha-	50	Optional. Example: "Cincinnati"
		Numeric		
Employer State	7	Alpha	2	Optional. Example: "OH"
Employer Zip	8	Alpha-	10	Optional.
		Numeric		
Age	9	Alpha-	5	Optional. Examples: "25" or "25+" or ">25"
		Numeric		or "30-35" or "senior"
Education level	10	Alpha-	25	Optional. Examples: " <12 years", "High
		Numeric		School", "1-4 years college", "> 4 years
				college"
User defined	11	Alpha-	250	Free text field used for user defined purposes
field1		Numeric		only.
User defined	12	Alpha-	250	Free text field used for user defined purposes
field2		Numeric		only.

Example NIOCCS Expanded File Format:

ID	Industry Title	Occupation Title	Employer Name	Job Duties	Emp_City	Emp_State	Emp Zip	Age	Education	UserDefined1	UserDefined2
1() Retail Sales	JC Penny Employee	JC Penny	Cashier	Topeka	KS	23566	56	High School	test 1	test2
20) Entertainment	Prof Santa Claus									
3() Swimming Pools	Water Tester / Cashier									
33	3 home	babysitter									
36	5 grain farm										
- 40) Bank	Cashier	PNC Bank	Count Money	Cincinnati	ОН	45555				
50) Television	Camera operator	CBS								
60) Self-employed	Attorney									
70) City Government	Clerk					12345-6789				
80) Hospitl	Doctor	St. Gomaa	Making people better							
9() Home	Homemaker								usd1	usd2
10) Retail Foods	Clerk									
110) Newspaper Publications	Newspaper Delivery							12		
120) Manufacturing	Tool & Dye			Pittsburgh	PA		26			
130) Fabric Manufacturing	Seamstress									
140) Own Home	Homemaker/mother									
150) Housekeeping	Homemaker				TX					
160) Piggly Wiggly	meat cutter					555555				
170) Remke Market	cashier									

5.2.2 Submitting a File for I&O Autocoding

To submit a file for autocoding, click the **Code a File** option from the **NIOCCS Menu.**

The **Code a File** screen will contain a list of previous file submissions (if any) and allows you to browse your computer to select a new file to submit for autocoding.

NIOCCS Home Page	
Log On	
Register for an Account	
Census Alpha Index Lookup	
Code a File	-
Code a Single Record	+
Help	+

NIOSH Industry and Occupation Computerized Coding System (NIOCCS)									
NIOCCS			Pro thro	omoting pro ough safety	ductive and hea	workplaces alth researc	en / 🔽	Ios	H
Code a File Select a file: Select Coding Options: Ind & Occ:	Census 2010 V	Submit	Browse File F	ormat				Ref	resh
Type File Name	Coding Scheme Uploaded	Days Until Expiration	Status Ready for Comp-Assist	Total la Records Co	nd Oc ded Cod	c % Auto- ed coded	Download	Actions Comp-Assist	
CW Example2_crosswalk file.txt	3:23:33 PM 3:23:33 PM 6/30/2017 1:55:13 PM		0:00:09 Upload Error	0	0	0 0.00%	Output Input Error	Delete	✓ Go

Click the **Browse** button to select a file from your computer.

Select a file:							
C:\\IO_Coding_Exam	ple2.txt					Browse	File Format
Select Coding Options:	Ind & Occ:	~	Census 2010	_	Submit		wit.

Once a file is selected, choose the **Ind &Occ** coding option and the **Census Coding Scheme** to be used for autocoding then click the **Submit** button.

The screen will refresh with status information for the new file submitted.

NIOSH Industry and Occupation Computerized Coding System (NIOCCS)										
Nioccs				Pr th	romoting pi rough safe	roducti ty and	ive workplaces health researc	h / 🔽	ios	H
CDC > NIOSH > NIOCCS Home Page										
Code a File										
Select a file:										
Select Coding Options: Ind & Occ:	Census 2010		Submit	Browse File	Format				Ref	resh
Type File Name	Coding Scheme	Uploaded	Days Until Expiration	Status	Total Records (Ind Coded	Occ % Auto- Coded coded	Download	Actions	
I&O IO_Coding_Example2.txt	Census 2010	8/10/2017 11:16:30 AM		Autocoding 1 remaining	49	0	0 0.00%	Input	Cancel	Go
I&O Example1_Input_File_I&O.txt	Census 2010	7/26/2017 3:23:33 PM	44	Ready for Comp-Assist 0:00:09	t 13	12	11 88.46%	Input Output	Comp-Assist	Go
CW Example2_crosswalk file.txt	Census 2010	6/30/2017 1:55:13 PM		Upload Error	0	0	0 0.00%	Input Error	Delete	Go

You can monitor the status of a file submitted by checking the **Status** column and periodically clicking the **Refresh List** button to get an update on the status.

Large files however may take time to complete the autocoding process. You do not need to stay logged into the system for the autocode to complete.

Once the file is successfully finished autocoding, an email will be sent to the user to notify them that the file is ready for review.

Status	Status Descriptions
Uploading	File is being imported to the NIOCCS system.
Upload Error	An error occurred during importing. The user can view the upload error by clicking the Error link in the Download column of the Code a File screen table.
Autocoding	File is currently being autocoded.
Ready for Comp-Assist	File has some records that did not autocode and will need I&O codes assigned via the computer-assist coding features of the system.
Complete	All records in the file have I&O codes assigned.

Note that the total records where industry and occupation were autocoded may be different. That is because a record may have only one of the codes assigned automatically and the other will need to be assigned manually via the computer assisted coding screens. A file submitted for coding can be cancelled if it has not completed the autocoding process. Select the **Cancel** option in the **Action** drop down then click the **Go** button.

Code a File											
Select a file:					File Formet						
				Browse	File Format						Refresh
Select Coding Options: Ind & Occ:	Census 2010	v	Submit								
Type File Name	Coding U Scheme	Jploaded	Days Until Expiration	Status	Total Records (Ind Coded C	Occ	% Auto- coded	Download	Actions	1
I&O Example2_I_O coding file.txt	7. Census 2010 4:	/27/2017 :17:42 PM		Uploaded	49	0	0	0.00%	<u>Input</u>	Cancel	Go

5.2.3 Computer Assisted I&O Coding

To begin manually reviewing and coding records, select **Comp-Assist** from the Actions drop down in the row of the desired file then click the **Go** button.

N:	> NIOSH > NIOCCS Home Page				Promoting through saf	product fety and	tive workplace I health resea	es arch	IOSH
С	ode a File								
Se	lect a file:								
				Browse	ile Format				Refresh
Se	lect Coding Options: Ind & Occ:	✓ Census 2010 ✓	Submit						
т	ype File Name	Coding Uploaded Scheme	Days Until Expiration	Status	Total Records C	Ind (Coded C	Occ % Auto- oded coded	Download	Actions
I	&O Example1_Input_File_I&O.txt	7/26/2017 Census 2010 3:23:33 PM	45	Ready for Comp-Assi 0:00:09	ist 13	11	11 88.46%	Input Output	Comp-Assist 🗹 Go
I	&O Example2_1_0 coding file.txt	7/26/2017 Census 2010 3:22:54 PM	45	Ready for Comp-Assi 0:00:17	ist 49	45	44 84.69%	<u>Input</u> Output	Comp-Assist Go

<u>IMPORTANT NOTE:</u> NIOSH strongly recommends that users be trained in I&O coding prior to using the computer assisted feature of NIOCCS. NIOSH provides I&O coding training a few times a year, for more information visit our website at: <u>http://www.cdc.gov/niosh/topics/coding/training.html</u>.

5.2.3.1 Computer Assisted I&O Coding screen

This screen displays records one at a time allowing the user to search and select the most appropriate industry and occupation codes for the I&O input.

The Computer Assisted I&O Coding screen consists of 4 sections:

- 1. File Information and Navigation
- 2. Input Industry and Occupation to be coded
- 3. Selected I&O Codes
- 4. Suggested Codes / Alphabetical Index tabs

Compute	er Ass	sisted I&O Codin	g					
File: Example2_I_O) coding	Recor file.txt 20090	d ID: Scheme: 200384 Census 20 NAICS 20	010 007/SOC 2010 <u>First Prev</u>	Unco <u>N</u> ext	Filter Records by: oded Filter <u>View Al</u> <u>Last</u> Record 4 of 9	II Clos	1. eFile
Industry Title: Occupation Tit	tle:	ସ ସ 🙉	LOCAL SUPPLY DELI	VERY	E	Employer:		2.
Show Other In	<u>nfo</u>							
Census Indust	ies try:		Insufficient Info		NAICS:		~	3.
Census Occup	pation: about ir	ndustry and Occupation S	Insufficient Info		<u>s</u> oc:		\checkmark	-
		Title		Census Code NAICS/SO	C Restriction		BLS	Additional Info
Ind								
Occ								
Suggested Pa	airs (6)		Suggested Candidate	es (Ind 8/Occ 25)	Alphabetic Ir	ndexes		4.
	Rank		Tala	Census				
			Title	Code	NAICS/SOC	Restriction		BLS
 <u>Select</u>	1	AUTO SUPPLIES (RET.) TRUCK DRIVER \ N.S.		Code 4690 9130	441310 53-3033	Active Restriction 4070, 4080, 4170, 4190, 4260, 4270, 4280, 437 4480, 4570, 4580, 4585, 4670-5592, 5690-579 7180, Special food service 8680, 9070	7 <u>0, 4390,</u> 1 <u>0, 7170</u> ,	BLS
<u>Select</u> <u>Select</u>	1	AUTO SUPPLIES (RET.) TRUCK DRIVER \ N.S. AUTO SUPPLIES (WHSL TRUCK DRIVER \ N.S.		Code 4690 9130 4070 9130	441310 53-3033 423120 53-3033	Restriction 4070, 4080, 4170, 4190, 4260, 4270, 4280, 437 4480, 4570, 4580, 4585, 4670-5592, 5690-579 7180, Special food service 8680, 9070 4070, 4080, 4170, 4190, 4260, 4270, 4280, 437 4480, 4570, 4580, 4585, 4670-5592, 5690-579 7180, 5pecial food service 8680, 9070	7 <u>0, 4390,</u> 0, 7170, 70, 4390, 0, 7170,	BLS 45,940 4413/53-3033 27,480 4231/53-3033
<u>Select</u>	1 1 2	AUTO SUPPLIES (RET.) TRUCK DRIVER \ N.S. AUTO SUPPLIES (WHSL TRUCK DRIVER \ N.S. DELIVERY SERVICE, EX OR TRUCKING CO.	.) C. POST OFFICE, NEW	Code 4690 9130 4070 9130 \$PAPER, 6380 9130	AICS/SOC 441310 53-3033 423120 53-3033 4223120 53-3033 492210	Restriction 4070, 4080, 4170, 4190, 4260, 4270, 4280, 437 4480, 4570, 4580, 4585, 4670-5592, 5690-579 7180, Special food service 8680, 9070 4070, 4080, 4170, 4190, 4260, 4270, 4280, 437 4480, 4570, 4580, 4585, 4670-5592, 5690-579 7180, Special food service 8680, 9070	10, <u>4390</u> , 0, <u>7170</u> , 10, <u>4390</u> , 0, <u>7170</u> ,	BLS 45,940 4413/53-3033 27,480 4231/53-3033 21,150 -4922/53-3033
<u>Select</u>	1	AUTO SUPPLIES (RET.) TRUCK DRIVER \ N.S. AUTO SUPPLIES (WHSI TRUCK DRIVER \ N.S. DELIVERY SERVICE, EX OR TRUCKING CO. TRUCK DRIVER \ N.S. TRUCKING, LOCAL ANI	.) C. POST OFFICE, NEW	Code 4690 9130 4070 9130 \$9130 9130 9130 \$9130 \$9130 \$9130 \$9130 \$9130 \$9130 \$9130 \$9130	NAICS/SOC 441310 53-3033 423120 53-3033 492210 53-3033 484121	Restriction 4070, 4080, 4170, 4190, 4260, 4270, 4280, 437 4480, 4570, 4580, 4585, 4670-5592, 5690-579 7180, Special food service 8680, 9070 4070, 4080, 4170, 4190, 4260, 4270, 4280, 437 4480, 4570, 4580, 4585, 4670-5592, 5690-579 7180, Special food service 8680, 9070 United Parcel Service 6380	10, <u>4390</u> , 0, 7170, 10, 4390, 0, 7170,	BLS 45,940 4413/53-3033 27,480 4231/53-3033 21,150 -4922/53-3033 -585,720
<u>Select</u> <u>Select</u> <u>Select</u> <u>Select</u>	1 1 2 3	AUTO SUPPLIES (RET.) TRUCK DRIVER \ N.S. AUTO SUPPLIES (WHSI TRUCK DRIVER \ N.S. DELIVERY SERVICE, EX OR TRUCKING CO. TRUCK DRIVER \ N.S. TRUCKING, LOCAL ANI TRUCK DRIVER \ N.S.	.) C. POST OFFICE, NEW D LONG DISTANCE	Code 4690 9130 4070 9130 \$130 9130 \$130 \$130 \$130 \$130 \$130 \$130 \$130 \$130 \$130 \$130 \$130 \$130 \$130 \$130 \$130 \$130 \$130	NAICS/SOC 441310 53-3033 423120 53-3033 492210 53-3033 484121 53-3032	Restriction 4070, 4080, 4170, 4190, 4260, 4270, 4280, 437 4480, 4570, 4580, 4585, 4670-5592, 5690-579 7180, Special food service 8680, 9070 4070, 4080, 4170, 4190, 4260, 4270, 4280, 437 4480, 4570, 4580, 4585, 4670-5592, 5690-579 7180, Special food service 8680, 9070 United Parcel Service 6380 2570, 4090, 4180, 4290, 4380, 4490, 4560, 617 and freight 6290, 7190, Remediation 7790, 877	<u>10, 4390</u> , 0, <u>7170</u> . <u>10, 4390</u> , 0, <u>7170</u> . <u>10, Road</u> Ω	BLS 45,940 4413/53-3033 27,480 4231/53-3033 21,150 4922/53-3033 - 585,720 4841/53-3032
<u>Select</u> <u>Select</u> <u>Select</u> <u>Select</u> <u>Select</u>	1 1 2 3 3	AUTO SUPPLIES (RET.) TRUCK DRIVER \ N.S. AUTO SUPPLIES (WHSI TRUCK DRIVER \ N.S. DELIVERY SERVICE, EX OR TRUCKING CO. TRUCK DRIVER \ N.S. TRUCK DRIVER \ N.S. LOCAL TRUCKING TRUCK DRIVER \ N.S.	.) C. POST OFFICE, NEW	Code 4690 9130 4070 130 9130 9130 6170 9130 6170 9130	NAICS/SOC 441310 53-3033 423120 53-3033 492210 53-3033 484121 53-3032 484220 53-3032	Restriction 4070, 4080, 4170, 4190, 4260, 4270, 4280, 437 4480, 4570, 4580, 4585, 4670, 5592, 5690, 579 7180, Special food service 8680, 9070 4070, 4080, 4170, 4190, 4260, 4270, 4280, 437 4480, 4570, 4580, 4585, 4670, 5592, 5690, 579 7180, Special food service 8680, 9070 United Parcel Service 6380 2570, 4090, 4180, 4290, 4380, 4490, 4560, 617 and freight 6290, 7190, Remediation 7790, 877 and freight 6290, 7190, Remediation 7790, 877	<u>10, 4390</u> , 0, 7170. 0, 4390, 0, 7170, 0, 7170, 0, 7170, 0, 7170, 0, 70, Road 0	BLS 45,940 4413/53-3033 27,480 4231/53-3033 21,150 421,150 -4922/53-3033 -585,720 -4841/53-3032 -237,410 -4842/53-3032
<u>Select</u> <u>Select</u> <u>Select</u> <u>Select</u> <u>Select</u> <u>Select</u>	1 1 2 3 3 4	AUTO SUPPLIES (RET.) TRUCK DRIVER \ N.S. AUTO SUPPLIES (WHSL TRUCK DRIVER \ N.S. DELIVERY SERVICE, EX OR TRUCKING CO. TRUCK DRIVER \ N.S. LOCAL TRUCKING TRUCK DRIVER \ N.S. DELIVERY SERVICE, EX OR TRUCKING CO. DELIVERY SERVICE, EX OR TRUCKING CO.	C. POST OFFICE, NEW	Code 4690 9130 9130 9130 9130 SPAPER, 6380 9130 6170 9130 5PAPER, 6380	NAICS/SOC 441310 53-3033 4223120 53-3033 422210 53-3032 484121 53-3032 484220 53-3032 484220 53-3032 484220	Restriction 4070, 4080, 4170, 4190, 4260, 4270, 4280, 437 4480, 4570, 4580, 4585, 4670, 5592, 5690, 579 7180, Special food service 8680, 9070 4070, 4080, 4170, 4190, 4260, 4270, 4280, 437 4480, 4570, 4580, 4585, 4670, 5592, 5690, 579 7180, Special food service 8680, 9070 United Parcel Service 6380 2570, 4090, 4180, 4290, 4380, 4490, 4560, 617 and freight 6290, 7190, Remediation 7790, 877 42570, 4090, 4180, 4290, 4380, 4490, 4560, 617 and freight 6290, 7190, Remediation 7790, 877	10, 4390, 0, 7170, 70, 4390, 0, 7170, 70, Road 0 10, Road 0	BLS 45,940 4413/53-3033 27,480 4231/53-3033 21,150 -4922/53-3033 -585,720 -585,720 -4841/53-3032 -237,410 -4842/53-3032 9,160 -4922/43-5021

5.2.3.2 Comp-Assist: Section #1. File Information and Navigation

This section provides navigation tools and information about the file being coded.

File:	Record ID:	Scheme:	Filter Records by:	
Example2_I_O coding file.txt	2009000384	Census 2010 NAICS 2007/SOC 2010	Uncoded V Filter	View All Close File
		<u>F</u> irst <u>P</u> rev 1	Next Last Record 1 of 6	

Field	Description						
File	Displays the nam	e of the file being coded.					
Record ID	Displays the uniq	ue record ID of the current record being displayed.					
Scheme	Displays the codi	ng scheme selected for autocoding.					
Filter Records by	Provides options for reviewing and filtering the records in the file by the following categories:						
	Uncoded	Records where one or both codes are blank. (Default)					
	Comp-Assist	Records where both I&O have codes but one or both were manually coded.					
	Autocoded	Records where both I&O have been autocoded.					
	Suggest Review	Autocoded records where the 'suggest review' flag has been set.					
	All	All records					
First, Prev, Next,	Provide navigatio	n for moving from one record to another.					
Last	Hot Keys are als	o available for these functions:					
	Shift+F Fir	st Record					
	Shift+P Pr	evious Record					
	Shift+N Ne	ext Record					
	Shiit+L La	ast Record					
Record x of x	Indicates which re	ecord is currently being viewed among all the records in the filtered set					
	of records.						
View All	Provides the abili	ty to view the records in table format rather than one record at a time.					
	Hot Key: Shift+V	/ View All					
Close File	Closes the file an	d returns to the 'Code a File' screen.					

5.2.3.3 Comp-Assist: Section #2. Input Industry and Occupation to be Coded

The input occupation and industry to be coded will appear in the **Industry Title** and **Occupation Title** boxes. If data were submitted for **Employer** or **Job Duties**, the information will be displayed in the associated boxes.

Industry Title:	٩	LOCAL SUPPLY DELIVERY	Employer:	٩	2
Occupation Title:	۹ 🔤	TRUCK DRIVER	Job Duties:		۷.
Show Other Info					

<u>NOTE</u>:_ Currently (October 2017), the **employer** and **job duties** fields are only used to support computer assisted coding; they are not used in the autocoding process.

If the NIOCCS Expanded File Format was used for autocoding the file, the additional data fields can be viewed by clicking on the **Show Other Info** link:

Hide Other Info	Empl. City:	Empl. State:	Empl. Zip:	Age:	Education:	User Defined Field #1:	User Defined Field #2:

To hide these fields again, click the **Hide Other Info** link.

You can quickly search the internet for the text in the industry title, occupation title, or employer

by clicking the search icon next to the field.

This is often used to obtain more information via the web on the type of industry/employer or specifics about a particular occupation in order to assign the most appropriate I&O codes.

5.2.3.4 Comp-Assist: Section #3. Selected Codes

This section is used to view and/or edit the I&O codes selected for the input industry and occupation.

If neither industry nor occupation was autocoded, then <u>no</u> information will be displayed initially as shown below.

Selected Codes								
Census <u>I</u> ndustry:	Ins	ufficient Info	N <u>A</u> ICS:	V				
Census <u>O</u> ccupation:	Ins	ufficient Info	SOC:	V				
Information about Industry and Occupation Selections								
	Title	Census Code	NAICS/SOC Restriction	1	BLS	Additional Info		
Ind								
Occ								

If either industry or occupation <u>was</u> autocoded, the code selected by NIOCCS will be displayed as shown in the example below.

Industry Title:	٩	RETAIL STORE CATALOG	DEPT.			Employer:		
Occupation Title:	٩	CLERK				Job Duties:		
Show Other Info								
Selected Codes								
Census <u>I</u> ndustry:	5592	Insufficient Info			NAICS:	454113 - Mail-Order Houses	\checkmark	
Census <u>O</u> ccupation:		Insufficient Info			SOC:		\checkmark	
Information about Industry a	and Occupat	ion Selections						
	Title		Census Code	NAICS/SOC	Restrictio	n	BLS	Additional Info
Ind CATALOG HOUSE OR S	TORE (RET.)		<u>5592</u>	<u>454113</u>				
Occ								

5.2.3.5 Comp-Assist: Section #4. Suggested Codes / Alphabetic Indexes Tabs

This section of the **Computer Assisted I&O Coding** screen provides three tools to help locate and determine the most appropriate I&O codes for the input industry and occupation. These tools are presented in the tabbed lower section of the screen.

Suggested Pairs (6)	Suggested Candidates (Ind 8/Occ 25)	Alphabetic Indexes		

- 1. Suggested Pairs
- 2. Suggested Candidates
- 3. Alphabetic Indexes

Suggested Pairs

This tab presents I&O code pair candidates that are suggested matches by NIOCCS for the given input I&O. The pairs are listed in a highest to lowest rank order of match probability.

Using the I&O input of:

Industry: Spices Occupation: QC Testing

The example below shows 5 possible combinations of I&O code pairs. Note the number of pairs is indicated in the tab heading as 'Suggested Pairs (5)'.

Suggested Pairs (5)			Suggested Candidates (Ind 3/Occ 5)		Alphabetic Inc	dexes	
	Rank		Title	Census Code	NAICS/SOC	Restriction	BLS
Salaat	1	SPICES (MFG.)		<u>1280</u>	<u>311942</u>		4,230
001000	Ţ	Q.C. TESTER		<u>8740</u>	<u>51-9061</u>		3119/51-9061
<u>Select</u>	1	SPICES (WHSL.)		<u>4470</u>	<u>424490</u>		2,920
	T	Q.C. TESTER		8740	<u>51-9061</u>		4244/51-9061
Colort	1	SPICES (RET.)		<u>4980</u>	445299		110
Select	T	Q.C. TESTER		<u>8740</u>	<u>51-9061</u>		4452/51-9061
Colort	2	SPICES (WHSL.)		<u>4470</u>	<u>424490</u>		210
<u>select</u>	2	TESTER		<u>1900</u>	<u>19-4011</u>	<u>0180, 1170, 4470, 4980</u>	4244/19-4011
Coloct	2	SPICES (RET.)		<u>4980</u>	445299		
- <u>Select</u>	2	TESTER		1900	19-4011	0180, 1170, 4470, 4980	

Since the industry input only contained the word 'Spices', the system cannot be certain whether this is Manufacturing (MFG), Wholesale (WHSL), or Retail (RET). There are also two possible occupation codes based on the word 'Testing' (Q.C. TESTER and TESTER).

In each pair, the industry is listed first with occupation below it. Each pair shows the Census, NAICS and SOC codes associated with the I&O titles. You can hover the mouse over any of the codes to see the standard title for the industry or occupation as shown below.

Suggested P	uggested Pairs (5)			Suggested Candidates (Ind 3/Occ 5)			
	Rank		Title	Census N Code	AICS/SOC		
Colort	4	SPICES (MFG.)		1280	<u>311942</u>		
- <u>Select</u>	<u> </u>	Q.C. TESTER		Sorters, Samplers, an	d <u>1-9061</u>		
Colort	1	SPICES (WHSL.)		Weighers	424 <mark>490</mark>		
Select	1	Q.C. TESTER		8740	<u>51-9061</u>		
Colort	4	SPICES (RET.)		<u>4980</u>	445299		
- Select	1	O C TESTER		9740	51.00/1		

To obtain more information about a code, you can click on the code itself. For example, clicking on the NAICS code of 445299 in the third pair will display the specific NAICS description of that code.

Suggested Pa	airs (5)		Suggested Can	didates (Ind 3/Occ 5)	Alphabetic In
	Rank		Title	Census Code	NAICS/SOC
	1	SPICES (MFG.)		<u>1280</u>	<u>311942</u>
	T	Q.C. TESTER		<u>8740</u>	<u>51-9061</u>
Colort	4	SPICES (WHSL.)		<u>4470</u>	424490
<u>select</u>	1	Q.C. TESTER		<u>8740</u>	<u>51-9061</u>
- <u>Select</u>	4	SPICES (RET.)		4980	445299
	1	Q.C. TESTER		8740	<u>51-9061</u>

445299 All Other Specialty Food Stores

This U.S. industry comprises establishments primarily engaged in retailing miscellaneous specialty foods (except meat, fish, seafood, fruit and vegetables, confections, nuts, popcorn, and baked goods) not for immediate consumption and not

US—United States industry only. CAN—United States and Canadian industries are comparable. MEX—United States and Mexican industries are comparable. Blank—Canadian, Mexican, and United States industries are comparable.

made on the premises. Illustrative Examples: Coffee and tea (i.e., packaged) stores Soft drink (i.e., bottled) stores Dairy product stores

Spice stores Gourmet food stores Water (i.e., bottled) stores The numbers displayed in the right hand column under **BLS** are the number of employees that the Bureau of Labor Statistics (BLS) projected to have worked with the combination of NAICS Industry code and SOC occupation code for the latest year data is available.

Suggested P	airs (5)		Suggested Candidate	es (Ind 3/Occ 5)	Alphabetic In	dexes	\frown
	Rank		Title	Census Code	NAICS/SOC	Restriction	BLS
Select	1	SPICES (MFG.)		<u>1280</u>	<u>311942</u>		4,230
- <u>Select</u>	1	Q.C. TESTER		<u>8740</u>	<u>51-9061</u>		3119/51-9061
Calast	1	SPICES (WHSL.)		<u>4470</u>	<u>424490</u>		2,920
Select	1	Q.C. TESTER		<u>8740</u>	<u>51-9061</u>		<u>4244/51-9061</u>
Calact	1	SPICES (RET.)		<u>4980</u>	<u>445299</u>		110
Jelect	1	Q.C. TESTER		<u>8740</u>	<u>51-9061</u>		4452/51-9061
Calast	2	SPICES (WHSL.)		<u>4470</u>	<u>424490</u>		210
- Select	2	TESTER		<u>1900</u>	<u>19-4011</u>	<u>0180, 1170, 4470, 4980</u>	4244/19-4011
Select	2	SPICES (RET.)		<u>4980</u>	445299		
<u>- Select</u>	2	TESTER		1900	19-4011	0180, 1170, 4470, 4980	\sim -

In the example above, BLS shows that there were 4,230 people who worked in the Spices manufacturing industry (NAICS code 3119) as a Q.C. Tester (SOC code 51-9061). Other combinations have less people employed.

Since it is not clear from only the input text of 'Spices' what the industry type really is, the BLS employment data provides information that can be used to consider the likelihood of persons employed in various industry and occupation combinations.

Suggested Candidates

You can view matched candidates separately for industry and occupation using the **Suggested Candidates** tab.

Continuing with the example used above, there are 3 matched candidates for industry input of 'Spices' and 5 matched candidates for the occupation input of 'QC Tester'. Note these numbers are indicated in the tab as 'Suggested Candidates (Ind 3/Occ 5)'.

Suggested Pairs (5)	uggested Pairs (5) Suggested Candidates (Ind 3/Occ 5)				Alphabetic Indexes				
Title	Ind Code	Restriction	NAICS	Score	Title	Occ Code	Restriction	SOC	Score
Select SPICES (MFG.)	<u>1280</u>		<u>311942</u>	1.000	Select Q.C. TESTER	<u>8740</u>		<u>51-9061</u>	0.975
Select SPICES (RET.)	4980		<u>445299</u>	1.000	Select TESTER	<u>7020</u>	<u>6680</u>	<u>49-2022</u>	0.951
Select SPICES (WHSL.)	<u>4470</u>		424490	1.000	Select TESTER	<u>8740</u>	\ Any not listed	51-9061	0.951
					Select TESTER	<u>1900</u>	<u>0180, 1170, 4470, 4980</u>	<u>19-4011</u>	0.951
					Select TESTER	<u>1965</u>	0370	<u>19-4099</u>	0.951

A **Score** is provided for each industry and occupation candidate which indicates how well the input text matched to the candidate. Using the occupation example, you can see that the candidate 'Q.C. Tester' received a higher score than 'Tester' as compared to the input text.

	Title	Occ Code	Restriction	SOC	Score
Select Q.C. TESTE	R	<u>8740</u>		<u>51-9061</u>	0.975
Select TESTER		7020	<u>6680</u>	<u>49-2022</u>	0.951
Select TESTER		<u>8740</u>	\ Any not listed	<u>51-9061</u>	0.951
Select TESTER		<u>1900</u>	<u>0180, 1170, 4470, 4980</u>	<u>19-4011</u>	0.951
Select TESTER		<u>1965</u>	0370	<u>19-4099</u>	0.951

By hovering over the Census occupation (or SOC) codes, you can quickly view the different standard occupation titles for the code to help determine the most accurate one for the given input.

	Title	Inspe Sorters	ctors, Tes s, Sampler Weighers	ters, s, and Restr	iction			
<u>Select</u> Q.C. TEST	ER		8740					
Select TESTER			<u>7020</u>	6680				
Select TESTER			<u>8740</u>	\ Any	not listed			
Select TESTER			1900	0180	<u>1170, 447</u>	' <u>0, 49</u>	80	
Select TESTER			<u>1965</u>	<u>0370</u>				
			Title	Eq	Radio Telecomm uipment li Repa	o and unica hstall irers	itions ers and	tion
	Selec	<u>t</u> Q.C. TES	TER		874	0		
	Selec	t TESTER			702	0	<u>6680</u>	
	Selec	t TESTER			<u>874</u>	0	\ Any ı	not listed
	Selec	tESTER			190	0	<u>0180</u> ,	<u>1170, 4470, 4980</u>
	Selec	tester			<u>196</u>	5	<u>0370</u>	

Title	Occ Code Restriction
<u>Select</u> Q.C. TESTER	<u>8740</u>
Select TESTER	Agricultural and Food
Select TESTER	Science Technicians
Select TESTER	1900 <u>0180, 1170, 4470, 4980</u>
Select TESTER	<u>1965</u> <u>0370</u>

Title	Occ Code Restriction
Select Q.C. TESTER	<u>8740</u>
Select TESTER	7020 6680
Select TESTER	Physical, and Social vot listed
Select TESTER	Science Technicians 1170, 4470, 4980
Select TESTER	1965 <u>0370</u>

Alphabetic Indexes

This tab gives you the ability to search for industry and occupation titles in the Census Alphabetical Indexes.

This feature is used most often when no suggested pairs or suggested candidates are found or when those found are not appropriate.

Initially the input text for industry and occupation will be displayed in the search boxes and each of the indexes will automatically attempt to locate entries in the indexes that begin with the text.

Suggested Pairs (6)		Suggested Candidates (Ir	nd 8/Occ 25)	Alphabetic Indexes				
Beginning: 🖌 spices		Find Next	Prev 1-3/3	Beginning: 🔽	QC Testing		Find Next	Prev 0/0
Title	Ind Code	Restriction	NAICS	1	lītle	Occ Code	Restriction	SOC
Select Spectacles (Mfg.)	<u>3960</u>		339115	Select Q.C. Clerk		5630		43-5111
Select Spectrographs (Mfg.)	3380		334516	Select Q.C. Director		1430		17-2112
Spectrometers, Exc. Optical	3380		334516	Select Q.C. Expert		<u>1430</u>		<u>17-2112</u>
(Mfg.)			00.020	Select Q.C. Head		<u>8740</u>		<u>51-9061</u>
Select Spectrometers, Optical (Mfg.)	<u>3380</u>		334519	Select Q.C. Tester		<u>8740</u>		<u>51-9061</u>
Select Spectroscopes (Mfg.)	<u>3380</u>		<u>334516</u>	Select Quad Stayer		<u>8930</u>		<u>51-9196</u>
Select Speculative Builders	0770		236220	Select Quahogger		<u>6100</u>		<u>45-3011</u>
Select Speech Defect Clinic	8080		<u>621340</u>	Select Qualifications	Examiner	0565	FGOV 9370-9590	<u>13-1041</u>
Select Speed Reading Instruction	<u>7890</u>		<u>611699</u>	Select Quality Analy	st	<u>8740</u>		51-9061
Select Speedometers (Mfg,)	<u>3380</u>		<u>334511</u>	Quality Assur	ance	0545	0270-0500	13-1041
Select Speedway Operation	<u>8560</u>		711212	Representativ	/e	0303	<u>7370-7370</u>	15-1041
Select Spelter, Zinc (Mfg.)	<u>2690</u>		<u>331491</u>	Quality Assur	ance	0740	Eve 9370-9590	13,1100
Select Sperm Bank, Human	<u>8180</u>		<u>621991</u>	Representativ	/e	<u>07-10</u>	LNC. <u>7070</u> <u>7570</u>	10 11//
Select Sphagnum Moss Gathering	<u>0190</u>		<u>113210</u>	Quality Assur	ance Specialist,	1020		15-1132
Select Sphalerite (Ext.)	0390		212231	Applications				
Select Spice and Herb Stores (Ret.)	<u>4980</u>		445299	Quality Assur Select	ance Specialist,	1020		15-1133
<u>Select</u> Spices (Mfg.)	<u>1280</u>		<u>311942</u>	Systems Softv	vare			
<u>Select</u> Spices (Ret.)	4980		445299	Select Quality Check	ker	8740		51-9061
Select Spices (Whsl.)	<u>4470</u>		424490	Select Quality Contr	ol Checker	<u>8740</u>		<u>51-9061</u>
Select Spigots, Metal (Mfg.)	2980		332913	Select Quality Contr	ol Chemist	1720		<u>19-2031</u>
Select Spigots, Wood (Mfg.)	3870		321999	Select Quality Contr	ol Clerk	<u>5630</u>		<u>43-5111</u>
Spikes, Aluminum and Other				Select Quality Contr	ol Director	<u>1430</u>		17-2112
Select Nonferrous Metal and Wire	<u>2980</u>		332618	Select Quality Contr	ol Expert	<u>1430</u>		<u>17-2112</u>
(Mfg.)				Select Quality Contr	ol Head	<u>8740</u>		51-9061
Select Spillway (Const.)	0770	Construction 0220, 6200	<u>-6765,</u> 237110	Select Quality Contr	ol Technician	<u>8740</u>		<u>51-9061</u>
<u>ocion</u> opiniway (const.)	0//0	<u>9130</u>	20/110	Select Quality Contr	ol Tester	<u>8740</u>		<u>51-9061</u>
Select Spindle Banding (Mfg.)	<u>1480</u>		313221	Select Quality Teste	r	<u>8740</u>		<u>51-9061</u>
Spindles, Textile Machinery (Mfg.)	<u>3190</u>		333292	Quantitative a	and t Psychologist	<u>1820</u>		<u>19-3039</u>
Spinners, Aircraft Propeller Select (Mfg.)	3580		336413	<u>Select</u> Quarantine O	fficer	0350	U.S. Public Health Servio	te <u>9480</u> <u>11-9111</u>
<u>د د م 7</u>	749 750	751 752			<u>« (</u> .	945 946	947 948) .	

In the example, 3 entries in the industry index were found beginning with the word 'Spices' (highlighted in yellow). However, no entries were found in the occupation index that began with 'QC Tester'.

Suggested Pairs (6)	Sug	gested Candidates (I	nd 8/Occ 25)	Alphabetic Indexes			
Beginning: 🔽 spices		Find Next	Prev 1-3/3	Beginning: 🔽 QC Testin	ţ	Find N	ext Prev 0/0
Title	Ind Code Re	estriction	NAICS	Title	Occ Code	Restriction	SOC
Select Spectacles (Mfg.)	<u>3960</u>		<u>339115</u>	Select Q.C. Clerk	<u>5630</u>		<u>43-5111</u>
Select Spectrographs (Mfg.)	3380		334516	Select Q.C. Director	<u>1430</u>		<u>17-2112</u>
Spectrometers, Exc. Optical	3380		334516	Select Q.C. Expert	<u>1430</u>		<u>17-2112</u>
(Mfg.)	0000		004510	Select Q.C. Head	8740		51-9061
Select Spectrometers, Optical (Mfg.)	<u>3380</u>		<u>334519</u>	Select Q.C. Tester	<u>8740</u>		51-9061
Select Spectroscopes (Mfg.)	<u>3380</u>		<u>334516</u>	Select Quad Stayer	8930		51-9196
Select Speculative Builders	0770		236220	Select Quahogger	<u>6100</u>		45-3011
Select Speech Defect Clinic	8080		<u>621340</u>	Select Qualifications Examiner	0565	FGOV 9370-9590	13-1041
Select Speed Reading Instruction	<u>7890</u>		<u>611699</u>	Select Quality Analyst	<u>8740</u>		51-9061
Select Speedometers (Mfg.)	<u>3380</u>		334511	Quality Assurance			
Select Speedway Operation	8560		711212	Representative	0565	9370-9590	<u>13-1041</u>
Select Spelter, Zinc (Mfg.)	<u>2690</u>		<u>331491</u>	Quality Assurance	0740	Fire 0270 0500	40.4400
Select Sperm Bank, Human	8180		<u>621991</u>	Representative	0740	EXC. <u>9370-9590</u>	13-1199
Select Sphagnum Moss Gathering	0190		<u>113210</u>	Quality Assurance Special	ist, 1020		15,1132
Select Sphalerite (Ext.)	0390		212231	Applications	1020		<u>15-1152</u>
Select Spice and Herb Stores (Ret.)	<u>4980</u>		445299	Quality Assurance Special	ist, 1020		15-1133
Select Spices (Mfg.)	1280		311942	Systems Software	1020		
Select Spices (Ret.)	4980		445299	Select Quality Checker	<u>8740</u>		<u>51-9061</u>
Select Spices (Whsl.)	4470		424490	Select Quality Control Checker	<u>8740</u>		51-9061
				Select Quality Control Chemist	1720		19.2031

You can change the text to be searched by clearing the text box, entering different text, then clicking the **Find** button.

Alphabetic Indexes		CI	ears T	ext
Beginning:	×	Find	Next	Prev

Searching the occupation index for entries that begin with 'Tester' results in 5 entries found.

Alababatis Indouse			
Alphabeuc Indexes			
Beginning: 🔽 Tester		Find Next	Prev 1-5/5
Title	Occ Code	Restriction	SOC
Select Test Rack Operator	7220		<u>49-3043</u>
Select Test Stand Operator	7140		49-3011
Select Test Worker	8740		51-9061
Select Test-Tube Maker	8965		<u>51-9199</u>
Select Testboard Operator	<u>7020</u>		<u>49-2022</u>
<u>Select</u> Tester	<u>1900</u>	<u>0180, 1170, 4470, 4980</u>	<u>19-4011</u>
<u>Select</u> Tester	<u>1965</u>	<u>0370</u>	<u>19-4099</u>
<u>Select</u> Tester	7020	<u>6680</u>	49-2022
<u>Select</u> Tester	<u>8740</u>	\Any not listed	<u>51-9061</u>
Select Tester, Software	<u>1020</u>		<u>15-1132</u>
Select Testing Director	0230		<u>11-9039</u>
Select Testing Machine Operator	8740		51-9061

The indexes can also be searched for entries *containing* text. In the example below, the occupation index was searched for all occupations containing the word 'Tester'.

A total of 264 entries were found.

The first page where occupation titles containing the text entered will be displayed with the found entries highlight in yellow.

Alphabetic Indexes			\frown
Containing: 🔽 Tester		Find Next	Prev 1-3/264
Title	Occ Code	Restriction	SOC
Select Acid Operator	8640		<u>51-9011</u>
Select Acid Painter	8965	(<u>2490</u>)	<u>51-9199</u>
Select Acid Patroller	8640	(2170)	51-9011
Select Acid Plant Operator	8640		<u>51-9011</u>
Select Acid Polymerization Operator	8640		<u>51-9011</u>
Select Acid Pump Operator	<u>9650</u>		53-7072
Select Acid Purifier	8640		<u>51-9011</u>
Select Acid Recovery Operator	8640	(2070)	51-9011
Select Acid Regenerator	8640	(2170)	<u>51-9011</u>
Select Acid Remover	8640		<u>51-9011</u>
Select Acid Retort Operator	8640	(<u>2070</u>)	<u>51-9011</u>
Select Acid Splicer	8965	(2380)	51-9199
Select Acid Tank Liner	6220	(0770)	47-2021
Select Acid Tender	8640		51-9011
Select Acid Tester	<u>1930</u>	2070	<u>19-4041</u>
Select Acid Tester	8740	Exc. 2070	<u>51-9061</u>
Select Acid Treater	8640	0370.2070	51-9011
Select Acidity Tester	1900	0180, 1170, 4470, 4980	19-4011
Select Acidizer	6940	(<u>0370</u>)	47-5099
Select Acoustical Carpenter	6240		47-2044

Use the **Next** and **Prev** buttons to navigate to the other entries found in the index containing the word 'Tester'.

Alphabetic Indexes				
Containing: 🗹 Tester		Find	Next	Prev 4-5/264
Title	Occ Code	Restriction		SOC
Select Air Bag Buffer	<u>8650</u>			51-9021
Select Air Bag Builder	7750			51-2099
Select Air Bag Curer	8720			51-9041
Select Air Bag Stripper	<u>8965</u>			<u>51-9199</u>
Select Air Box Tester	<u>8740</u>			<u>51-9061</u>
Select Air Brake Adjuster	7220	(6080)		<u>49-3043</u>
Select Air Brake Man	7220	(<u>6080</u>)		<u>49-3043</u>
Select Air Brake Operator	9230	(6080)		53-4021
Select Air Brake Rigger	<u>7220</u>	(<u>6080</u>)		<u>49-3043</u>
Select Air Brake Tester	<u>9410</u>	(<u>6080</u>)		<u>53-6051</u>
Select Air Breaker Operator	<u>6260</u>			47-2061

For more information on using the Census Alphabetical Indexes, see Chapter 4.

5.2.4 How to Assign Industry and Occupation Codes

An industry or occupation code can be assigned in two ways in the Computer Assisted I&O Coding screen:

- 1) By clicking the <u>Select</u> link from one of the tools (Suggested Pairs, Suggested Candidates, and Alphabetic Indexes) in the tabbed section.
- 2) By entering a code directly into the **Census Industry** or **Census Occupation** text boxes of the Selected Codes section.

Selecting Codes

It is best practice to select codes using one of the three tools available in the tabbed section of the Computer Assisted I&O Coding screen (Suggested Pairs, Suggested Candidates, and Alphabetic Indexes). This method will automatically include the NAICS and SOC codes associated with the selected Census industry and occupation codes.

Using the I&O input of: Industry: Dairy Occupation: Milk Cows

To choose one of the **Suggested Pairs**, click the <u>Select</u> link next to the I&O pair.

Industry Title:	٩	DAIRY		E	Employer: Q		
Occupation Title:	۹ 🗠	MILK COWS		J	Job Duties:		
Show Other Info							
Selected Codes							
Census Industry:		Insufficient Info		N <u>A</u> ICS:		~	
Census Occupation:		Insufficient Info		<u>s</u> oc:			
Information about lu	ndustry and Occupation	Selections					
	Title	Censi	NAICS/SO	C Restriction		BL	S Additional Info
Ind			-				
Ind Occ			-				
Ind Occ Suggested Pairs (3)		Suggested Candidates (Ind	5/Occ 2)	Alphabetic In	ndexes		
Ind Occ Suggested Pairs (3) Rank		Suggested Candidates (Ind	5/Occ 2) Census	Alphabetic In	ndexes		BLS
Ind Occ Suggested Pairs (3) Rank		Suggested Candidates (Ind	5/Occ 2) Census Code	Alphabetic In NAICS/SOC	ndexes Restriction		BLS
Ind Occ Suggested Pairs (3) Rank	LIVESTOCK (AGRICUL	Suggested Candidates (Ind Title TURE)	5/Occ 2) Census Code <u>0180</u>	Alphabetic In NAICS/SOC	ndexes Restriction		BLS
Ind Occ Suggested Pairs (3) Rank — <u>Select</u> 1	LIVESTOCK (AGRICUL MILKER \ N.S.	Suggested Candidates (Ind Title TURE)	5/Occ 2) Census Code 0180 <u>6050</u>	Alphabetic In NAICS/SOC <u>112</u> 45:2093	ndexes Restriction		BLS 13,560 <u>112/45-2093</u>
Ind Occ Suggested Pairs (3) Rank — <u>Select</u> 1	LIVESTOCK (AGRICUL MILKER \ N.S. LIVESTOCK (WHSL.)	Suggested Candidates (Ind Title TURE)	5/Occ 2) Census Code 0180 6050 4480	Alphabetic In NAICS/SOC <u>112</u> 45-2093 424520	ndexes Restriction (0180)		BLS 13,560 112/45-2093 7,550
Ind Occ Suggested Pairs (3) Rank — <u>Select</u> 1 — <u>Select</u> 1	LIVESTOCK (AGRICUL MILKER \ N.S. LIVESTOCK (WHSL) MILKER \ N.S.	Suggested Candidates (Ind Title TURE)	5/Occ 2) Census Code <u>0180</u> <u>6050</u> <u>4480</u> <u>6050</u>	Alphabetic In NAICS/SOC 112 45-2093 424520 45-2093	ndexes Restriction (0180) (0180)		BLS 13,560 <u>112/45-2093</u> 7,550 <u>4245/45-2093</u>
Ind Occ Suggested Pairs (3) Rank — <u>Select</u> 1 — <u>Select</u> 1	LIVESTOCK (AGRICUL MILKER \ N.S. LIVESTOCK (WHSL) MILKER \ N.S. LIVESTOCK (AGRICUL	Suggested Candidates (Ind Title TURE)	5/Occ 2) Census Code 0180 6050 4480 6050 0180	Alphabetic In NAICS/SOC 112 45-2093 424520 45-2093 112	ndexes Restriction (0180) (0180)		BLS 13,560 <u>112/45-2093</u> 7,550 <u>4245/45-2093</u> 2,400

Both the industry and occupation Census codes will appear in the **Selected Codes** section of the screen along with the associated NAICS and SOC codes.

Selected Codes						
Census <u>I</u> ndustry:	0180	Insufficient Info		N <u>A</u> ICS:	112 - Animal Production	
Census <u>O</u> ccupation:	6050	Insufficient Info		SOC:	45-2093 - Farmworkers, Farm, Ranch, and Aquacultu	
Information about Ind	ustry and Occupation S	elections				
	Title	Census	NAICS/SOC	Restriction	BLS	Additional Info
		Code				
Ind LIVESTOCK (AGR	ICULTURE)	<u>0180</u>	<u>112</u>		13,560	
Occ MILKER \ N.S.		<u>6050</u>	<u>45-2093</u>	(<u>0180</u>)	<u>11/45-209</u>	<u>23</u>

To choose industry and occupation codes from the **Suggested Candidates** tab, click the <u>Select</u> links next to the desired industry title and occupation title <u>independently</u>.

The industry and occupation Census codes will appear in the **Selected Codes** section of the screen along with the associated NAICS and SOC codes (Same as the example above).

Industry Title:	٩	DAIRY			Employer:	٩			
Occupation Title:	۹ 🚭	MILK COWS			Job Duties:				
Show Other Info									
Selected Codes									
Census Industry:		Insufficient Info		N <u>A</u> ICS:			~		
Census Occupation:		Insufficient Info		SOC:			\checkmark		
Information about Industry and (Occupation S	elections							
	Title	C	Census NAICS/SC Code	C Restrictio	n			BLS	Additional Info
Ind									
Occ									

Suggested Pairs (3)		Suggested Can	Suggested Candidates (Ind 5/Occ 2)		Alphabetic Indexes					
Title	Ind Code	Restriction	NAICS	Score		Title	Occ Code	Restriction	SOC	Score
Select LIV & STOCK (WHSL.)	<u>4480</u>		424520	1.000	Select MILKER	\ N.S.	<u>6050</u>	(<u>0180</u>)	45-2093	0.975
LIVESTOCK Select (AGRICULTURE)	<u>0180</u>		<u>112</u>	1.000	Select COW HA	ND	<u>0205</u>	OBNI <u>0170, 0180, 0290</u>	<u>11-9013</u>	0.975
Select DAIRY (MFG.)	<u>1170</u>		<u>311514</u>	1.000						
Select DAIRY (WHSL.)	<u>4470</u>	<u>4850</u>	<u>424430</u>	1.000						
Select DAIRY FARM	0180		<u>112</u>	1.000						

To choose industry and occupation codes from the **Alphabetic Indexes** tab, click the <u>Select</u> links next to the industry and occupation titles desired.

Suggested Pairs (5)	Suggest	ed Candidates (Ind 7/O	cc 2)	Alphabetic Inde	exes				
Beginning: 🔽 DAIRY		Find Next Prev	v 1-11/21	Beginning:	$\mathbf{\mathbf{v}}$	MILK		Find Next	Prev 4-28/32
Title	Ind Code Restrie	ction	NAICS		т	itle	Occ Code	Restriction	soc
Select Cylinder Grinding	8870		<u>811310</u>	Select Milk Coll	ector		<u>9130</u>		<u>53-3032</u>
Select Cylinder Heads, Auto (Mfg.)	<u>3570</u>		336312	Select Milk Con	dense	er	8640	(1170)	<u>51-9012</u>
Cylinder Reboring Machines Select (Mfg.)	<u>3170</u>		<u>333512</u>	<u>Select</u> Milk Deli Select Milk Drie	iverer er		<u>9130</u> 7830	(<u>1170</u>) (1170)	<u>53-3031</u> 51-3091
Select Cylinders, Heavy-Plate (Mfg.)	2870		332420	Select Milk Drvi	ing Ma	achine Operator	7830	(1170)	51-3091
Select Cylinders, Hydraulic (Mfg.)	<u>3190</u>		333995	Select Milk Han	ndler		9620	(6080)	53-7062
Select Cylinders, Pump (Mfg.)	3190		333911	Select Milk Hau	ler		9130		53-3032
Select Cymbals and Parts (Mfg.)	<u>3980</u>		<u>339992</u>	Select Milk Hou	ise Wo	orker	6050	(0180)	45-2093
Cystic Fibrosis Foundation \	9170		010010	Select Milk Past	teuriz	er	8640	(1170)	<u>51-9012</u>
N.S.	9170		813212	Select Milk Pow	vder G	rinder	8650		<u>51-9021</u>
Cystic Fibrosis Foundation, Select	9170		813212	Select Milk Prod	cessor	r	<u>8640</u>	(<u>1170</u>)	<u>51-9012</u>
Fund Raising	<u>, , , , , , , , , , , , , , , , , , , </u>		010212	Select Milk Rec	eiver		<u>5610</u>	(1170)	<u>43-5071</u>
Cystic Fibrosis Foundation, Select	7460		541712	Select Milk Rou	te De	liverer	<u>9130</u>	(1170)	<u>53-3031</u>
Research				<u>Select</u> Milk Sam	pler		<u>6040</u>	0180	<u>45-2041</u>
Cystoscopes, Electromedical Select (Mfg)	<u>3380</u>		<u>334510</u>	<u>Select</u> Milk Sam	pler		<u>5630</u>	Exc. <u>0180</u>	<u>43-5111</u>
Cystoscopes Evo				<u>Select</u> Milk Test	ter		<u>6010</u>	LGOV <u>9570</u>	<u>45-2011</u>
Select Electromedical (Mfg.)	<u>3960</u>		339112	<u>Select</u> Milk Test	ter		<u>1900</u>	Exc. LGOV <u>9570</u>	<u>19-4011</u>
Select Dacron (Mfg.)	1480		313210	<u>Select</u> Milk True	ck P	ver	<u>9130</u>	Milk hauling <u>6170</u>	<u>53-3032</u>
Select Daily Newspaper (Mfg.)	6470		511110	Select Milk T	ck Dri	ver	<u>9130</u>	Exc. milk hauling <u>6170</u>	<u>53-3031</u>
Select Dairy (Mfg.)	<u>1170</u>		311514	Select ik Wag	gon D	river	<u>9130</u>	(<u>1170</u>)	<u>53-3031</u>
Select Dairy (Whsl.)	<u>4470</u> <u>4850</u>		<u>424430</u>	Select Milker \ 1	N.S.		<u>6050</u>	(<u>0180</u>)	<u>45-2093</u>
Select Dairy \ N.S. (Mfg.)	<u>1170</u>		<u>311514</u>	<u>Select</u> Milker M	lachin	e	<u>6050</u>	GOV, PR or WP <u>0180</u>	<u>45-2093</u>
Select Dairy Bar (Ret.)	8680		722213	<u>Select</u> Milker, M	lachir	ie	<u>6050</u>	OBI <u>0180</u>	<u>45-2091</u>
Select Dairy Bottling Plant (Mfg.)	<u>1170</u>		<u>311514</u>	Select Milker, M	lachir	ie	0205	OBNI <u>0180</u>	<u>11-9013</u>
Select Dairy Breeders' Association	<u>9190</u>		<u>813910</u>	Select Milking N	Machii	ne Operator	<u>6050</u>	GOV, PR or WP <u>0180</u>	<u>45-2091</u>
Select Dat / Equipment (Ret.)	<u>4890</u>		<u>444210</u>			« « 7	85 786	787 788 > »	
Selecter Siry Equipment (Whsl.)	<u>4270</u>		423820			<u> </u>	<u>, 100</u>	<u>, , , , , , , , , , , , , , , , , , , </u>	
<u>Select</u> Dairy Farm	<u>0180</u>		<u>112</u>						
Select Dairy Farm Equipment (Mfg.)	<u>3070</u>		<u>333111</u>						
Dairy Farm Machinery and Select Equipment (Whsl.)	<u>4270</u>		<u>423820</u>						
<u>« «</u> 2	221 <u>222</u> <u>223</u> <u>2</u> 3	<u>24) »</u>							

Results will be displayed in the **Selected Codes** section:

Selected Codes								
Census <u>I</u> ndustry:	0180	Insufficient Info		NAICS:	112 - Animal Production	~		
Census <u>O</u> ccupation:	6050	Insufficient Info		<u>s</u> oc:	45-2093 - Farmworkers, Farm, Ranch, and Aquacult	u		
Information about Industry and Occupation Selections								
	Title	Census	NAICS/SOC	Restriction		BLS	Additional Info	
	The							
Ind LIVESTOCK (AGRICULT	URE)	<u>0180</u>	<u>112</u>			13,560		
Occ MILKER \ N.S.		<u>6050</u>	<u>45-2093</u>	(<u>0180</u>)		<u>11/45-2093</u>		

The **NAICS** and **SOC** codes associated with the Census codes selected are those supplied by the U.S. Census Bureau in the Census Alphabetic Indexes.

You can view the NAICS or SOC code hierarchies by clicking the drop down arrow within each of these boxes.

Selected Codes							
Census Industry:	0180	Insufficient Info		NAICS:	112 - Animal Production		
Census Occupation:	6050	Insufficient Info		SOC:	45: 112 - Animal Production 1121 - Cattle Ranching and Farming		
Information about Industry	and Occupation Sele	ctions			11211 - Beef Cattle Ranching and Farming, including Feedlots 112111 - Beef Cattle Ranching and Farming		
	Title	Census Code	NAICS/SOC	Restriction	112112 - Cattle Feedlots 112120 - Dairy Cattle and Milk Production 112130 - Dual-Purpose Cattle Ranching and Farming	onal Info	
Ind LIVESTOCK (AGRICULT	URE)	0180	<u>112</u>		112210 - Hog and Pig Farming 1123 - Poultry and Egg Production		
Occ MILKER \ N.S.		<u>6050</u>	45-2093	(<u>0180</u>)	112310 - Chicken Egg Production 112320 - Broilers and Other Meat Type Chicken Production		
					112340 - Poultry Hatcheries 112340 - Other Poultry Production 1124 - Sheep and Goat Farming 112410 - Sheep Farming 112420 - Goat Farming 112511 - Aquaculture 112511 - Finfish Farming and Fish Hatcheries 112512 - Shellfish Farming 112519 - Other Aquaculture 1129 - Other Animal Production 112910 - Apiculture 112920 - Horses and Other Equine Production 112930 - Fur-Bearing Animal and Rabbit Production 112990 - All Other Animal Production		
Selected Codes							
Census <u>I</u> ndustry:	0180	Insufficient Info		N <u>A</u> ICS:	112 - Animal Production		
Census Occupation:	6050	Insufficient Info		SOC:	45-2093 - Farmworkers, Farm, Ranch, and Aquacultu		
Information about Industry and Occupation Selections Title Cens		ctions Census	NAICS/SOC	Restriction	45-2090 - Miscellaneous Agricultural Workers 45-2091 - Agricultural Equipment Operators 45-2092 - Farmworkers and Laborers, Crop, Nursery, and Greenhouse 45-2093 - Farmworkers Farm Ranch and Aquacultural Apimals		
Ind LIVESTOCK (AGRICULT	URE)	0180	112		45-2099 - Agricultural Workers, All Other		
Occ MILKER \ N.S.		<u>6050</u>	45-2093	(0180)	<u>11/45-2093</u>		

If coding to the most detailed NAICS and SOC codes is important, you can select a different code than provided by NIOCCS from the drop down.

Using the example above for NAICS, the code 112120 is a more specific code for 'Dairy Cattle and Milk Production'. You can select this NAICS code to replace the broader 112 – 'Animal Production' if desired. This does not affect the Census codes already selected.

Selected Codes											
Census <u>I</u> ndustry:	0180	Insufficient Info		N <u>A</u> ICS:	112120 - Dairy Cattle and Milk Production						
Census Occupation:	6050	Insufficient Info		<u>S</u> OC:	45-2093 - Farmworkers, Farm, Ranch, and Aquacu	ltu 🗸					
Information about Industry a	nformation about Industry and Occupation Selections										
	Title	Census Code	NAICS/SOC	Restriction		BLS	Additional Info				
Ind Animal Production		<u>0180</u>	<u>112</u>	Not Applica	ble (Code Entered)	13,560					
Occ MILKER \ N.S.		<u>6050</u>	<u>45-2093</u>	(<u>0180</u>)		<u>11/45-2093</u>					

Directly Entering Codes

If a code is already known, it can be directly entered into the **Census Industry** or **Census Occupation** text boxes in the Select Codes section of the Computer Assisted I&O Coding screen.

When codes are entered directly, NIOCCS will help by displaying codes and titles in a drop down list as you type. You can click the code/title in the drop down if desired instead of completing the typing of the code.

Industry Title:	٩	DAIRY		Employer: Q		
Occupation Title:	۹ 👒	MILK COWS		Job Duties:		
Show Other Info						
Selected Codes						
Census <u>I</u> ndustry:	01	× Insufficient Info	N <u>A</u> ICS:		\checkmark	
Census Occupation:	0170-Crop Productio 0180-Animal Product	Insufficient Info	<u>s</u> oc:		\checkmark	
Information about Industry	• 0190-Forestry excep	ions				
	Logging	Census	NAICS/SOC Restrictio	n		BLS Additional Info
Ind		Coue				
Occ						

Using the direct entry method, the broadest category for NAICS and SOC codes are automatically provided in the NAICS and SOC fields.

If detailed NAICS and SOC codes are important to your coding effort, you should view the code hierarchies by clicking the drop down arrow in each of these fields.

For example, after directly entering the code '6050' in the Census Occupation box for the occupation of 'Milk Cows', the SOC broad category provided is 45-2080 – 'Misc Agriculture Worker'. However, by examining the SOC codes, the more detailed SOC code of 45-2093 - 'Farmworkers, Farm, Ranch, and Aquaculture Animals' may be more accurate for this occupation.

Selected Codes					
Census Industry:	0180	Insufficient Info	N <u>A</u> ICS:	112 - Animal Production	
Census Occupation:	6050	Insufficient Info	<u>s</u> oc:	45-2090 - Miscellaneous Agricultural Workers	\checkmark
				15-2090 - Miscellaneous Agricultural Workers 15-2091 - Agricultural Equipment Operators 15-2092 - Farmworkers and Laborers, Crop, Nurse 15-2093 - Farmworkers, Farm, Ranch, and Aquacu 15-2099 - Agricultural Workers, All Other	ery, and Greenhouse Itural Animals

5.2.5 View All Records

The **View All** feature of Computer Assisted I&O Coding will display the records of the file in a table (or spreadsheet) format.

The View All feature is helpful for the following:

- 1. Viewing records together instead of one at a time
- 2. Sorting the records by various data fields
- 3. Coding more than one record at a time
- 4. Quality Control review

Click the **View All** button at the top of the Computer Assisted I&O Coding screen.

Computer	r Assisted I&O	Coding								•
File:	I	Record ID:	Scheme:		Filter Records	s by:				
IO_Coding_Exa	mple2.txt	2009000091	Census 2010	A	∥	Filter		<u>V</u> iew Al	II	Close File
			NAICS 2007/SOC 2010							
			<u>F</u> irst	<u>P</u> rev <u>N</u> e	ext <u>L</u> ast	Record 1 d	of 52			
View All I&O	Records									
		C	lick one of the Record ID values to	return to the Computer	-Assisted coding screen.					
File:		Scheme:		Filter	Records by:			~ ~		
IO_Coding_Example2	2.txt	NAICS 2007/	'SOC 2010	All	Filter	R	efresh List	Close Fi	le	
Selected Codes										
Census Industry:	Leave it blank if no chang	je	Census (Occupation: Leave	it blank if no change				Sa	ve to Checked
Census <u>I</u> ndustry: N <u>A</u> ICS:	Leave it blank if no chang	je	Census <u>s</u> SOC:	Occupation: Leave	it blank if no change				Sa To	ve to Checked otal Checked: 0
Census <u>I</u> ndustry: N <u>A</u> ICS:	Leave it blank if no chang		Census <u>s</u> SOC:	Occupation: Leave	it blank if no change				Sar To	ve to Checked otal Checked: 0
Census <u>I</u> ndustry: N <u>A</u> ICS: « < 1 <u>2 2 9</u> Reco	Leave it blank if no chang	Ind title 💟 beg	Census <u>s</u> SOC:	Occupation: Leave	it blank if no change	Drigil 🔽 🗍 A to 2	V Z (Asceni V	Show	Sa To Neither	ve to Checked otal Checked: 0 59 records
Census <u>I</u> ndustry: NAICS: « « 1 <u>2 2 8</u> Reco RecordID I	Leave it blank if no chang	Ind title V beg Occupation Title	Census <u>s</u> SOC: inning with: e Census Ind Title	Occupation: Leave	it blank if no change ind Sort: Order in C xc Title Ind C	Drigi 🔽 🛛 A to	Z (Asceniv)	Show Occ Code	Sar To Neither SOC	ve to Checked otal Checked: 0 59 records Occ Autocoded?
Census <u>I</u> ndustry: NAICS: « < 1 <u>2</u> Reco <u>RecordID I</u> 	Leave it blank if no chang ords Per Page: 30 V Industry Title TELEPHONE COMPANY	Ind title V beg Occupation Title	Census <u>s</u> SOC: inning with: e Census Ind Title R TELEPHONE CO.	Qccupation: Leave	it blank if no change ind Sort: Order in C cc Title Ind C R, AREA <u>661</u>	Drigit Ato	Z (Ascent V Autocoded? O Y	Show Occ Code	Sa To Neither SOC (<u>11-1021</u>	ve to Checked otal Checked: 0 59 records Dcc Autocoded? Y
Census Industry: NAICS: « < 12.2.2 Reco RecordID I 2009000091 T 2009000107 M	Leave it blank if no chang ords Per Page: 30 V Industry Title TELEPHONE COMPANY NURSING	Ind title V beg Occupation Title AREA MANAGEH LICENSED PRAC NURSE	Census 1 SOC: inning with: e Census Ind Title R TELEPHONE CO. TTICAL	Qccupation: Leave	it blank if no change ind Sort: Order in C x Title Ind C R, AREA <u>66</u>	Drigil Ato Code NAICS Ind. 30 517110	Z (Asceniv) Autocoded? O Y	Show Occ Code	Sa To Neither SOC (11-1021	ve to Checked otal Checked: 0 59 records Occ Autocoded? Y
Census Industry: NAICS: « < 12.2.2. RecordID I 2009000091 T 2009000107 M 2009000107 M	Leave it blank if no chang ords Per Page: 30 V Industry Title TELEPHONE COMPANY NURSING LOGGING	Ind title V beg Occupation Title AREA MANAGEN LICENSED PRAC NURSE LOGGER	Census s SOC: inning with: Census Ind Title Census Ind Title Census Ind Title Census Ind Title LOGGING	Qccupation: Leave	it blank if no change ind Sort: Order in C cc Title Ind C R, AREA <u>661</u> N.S. <u>02</u>	Drigh V Ato: Code NAICS Ind. 30 517110 70 113310	Z (Asceniv) Autocoded? O Y	Show 0cc Code 0020 <u>6130</u>	Sa To Neither SOC (11-1021 45-4021	ve to Checked otal Checked: 0 59 records Occ Autocoded? Y
Census Industry: NAICS:	Leave it blank if no chang ords Per Page: 30 V Industry Title TELEPHONE COMPANY NURSING	Ind title V beg Occupation Title AREA MANAGEI LICENSED PRAC NURSE LOGGER	Census <u>s</u> <u>s</u> OC: inning with: <u>c</u> Census Ind Title <u>c</u> Census Ind Title	Qccupation: Leave	it blank if no change ind Sort: Order in C cc Title Ind C R, AREA <u>661</u> N.S. <u>022</u>	Origir Ato:	Z (Ascen/V) Autocoded? O Y Y	Show Dec Code 0020 : 6130 :	Sar To Neither SOC (11-1021 45-4021	ve to Checked otal Checked: 0 59 records Occ Autocoded? Y Y
Census Industry: NAICS:	Leave it blank if no chang ords Per Page: 30 V Industry Title TELEPHONE COMPANY NURSING LOGGING GOVERNMENT FINANCE	Ind title V beg Occupation Title AREA MANAGED LICENSED PRAC NURSE LOGGER ACCOUNTANT	Census 1 SOC: anning with: Census Ind Title Census Ind Title	Qccupation: Leave	it blank if no change ind Sort: Order in C cc Title Ind C R, AREA 661 N.S. 022 IANT 931	Drigit Ato: Code NAICS Ind. 30 517110 70 113310 70 921190	Z (Ascent V) Autocoded? O Y Y Y	Show Occ Code 0020 6130 0800	Sar To Neither SOC (1 11-1021 45-4021 13-2011	ve to Checked otal Checked: 0 59 records Coc Autocoded? Y Y Y
Census Industry: NAICS: « < 12.2.2. RecordID I 20090000107 P 2009000122 I 2009000123 (Leave it blank if no chang ords Per Page: 30 V Industry Title TELEPHONE COMPANY NURSING LOGGING GOVERNMENT FINANCE	Ind title V beg Occupation Title AREA MANAGEI LICENSED PRAC NURSE LOGGER ACCOUNTANT	Census s SOC: inning with: Census Ind Title Census Ind Census Ind Title Census Ind Census Ind Census Ind Census Ind Census Ind Census Ind Census Ind Census Ind Census Ind Census Ind	Qccupation: Leave	it blank if no change ind Sort: Order in C cc Title Ind C R, AREA <u>661</u> N.S. <u>02</u> IANT <u>931</u>	Drigit Ato:	X (Ascent V) Autocoded? O Y Y Y	Show Occ Code 0020 6130 0800	Sar To Neither <u>SOC (11-1021</u> 45-4021 13-2011	ve to Checked otal Checked: 0 59 records Dcc Autocoded? Y Y Y
Census Industry: NAICS: « < 12.2.2 Reco RecordID I 2009000091 T 2009000122 I 2009000122 I 2009000123 (2009000123 (2009000123 (Leave it blank if no chang ords Per Page: 30 V Industry Title TELEPHONE COMPANY NURSING LOGGING GOVERNMENT FINANCE FEDERAL GOVERNMENT	e Ind title V beg Occupation Title AREA MANAGEI LICENSED PRAC NURSE LOGGER ACCOUNTANT OFFICE WORKE	Census 1 SOC: Social	Qccupation: Leave	it blank if no change ind Sort: Order in C cc Title Ind C R, AREA 661 N.S. 022 TANT 233	Origin A to: code NAICS Ind. 30 30 517110 70 113310 70 921190 70 921190	Z (Asceniv) Autocoded? O Y Y Y Y	Show Occ Code 0020 6130 0300 5860	Sa To Neither SOC (11-1021 45-4021 13-2011 43-9061	ve to Checked otal Checked: 0 59 records Occ Autocoded? Y Y Y
Census Industry: NAICS: « < 12.2.2. Reco RecordID I 2009000091 1 2009000122 I 2009000122 I 2009000123 Q 2009000123 Q 2009000123 Q 2009000123 Q	Leave it blank if no chang ords Per Page: 30 V Industry Title TELEPHONE COMPANY NURSING LOGGING GOVERNMENT FINANCE FEDERAL GOVERNMENT DISTRIBUTION/SHIPPING	Ind title V beg Occupation Title AREA MANAGEH LICENSED PRAC NURSE LOGGER ACCOUNTANT OFFICE WORKE	Census 1 SOC: SO	Qccupation: Leave	it blank if no change ind Sort: Order in C cc Title Ind C R, AREA 661 N.S. 022 TANT 233 VORKER \ N.S. 934 N.S. 611	Drigit A to: code NAICS Ind. 30 517110 70 113310 70 921190 70 921190 70 4841	X (Asceniv) Autocoded? O Y Y Y Y Y Y	Show Occ Code 0020 6130 0800 5860 9130	Sa To Neither <u>SOC (11-1021</u> 45-4021 13-2011 43-9061 53-3032	ve to Checked otal Checked: 0 59 records Dec Autocoded? Y Y Y Y
Census Industry: NAICS:	Leave it blank if no chang ords Per Page: 30 V Industry Title TELEPHONE COMPANY NURSING LOGGING GOVERNMENT FINANCE FEDERAL GOVERNMENT DISTRIBUTION/SHIPPING STATE OF WASHINGTON	e Ind title V beg Occupation Title AREA MANAGEN LICENSED PRAC NURSE LOGGER ACCOUNTANT OFFICE WORKE DRIVER'S LICEN EXAMINER	Census 1 SOC: SO	Qccupation: Leave	it blank if no change ind Sort: Order in C cc Title Ind C R, AREA 661 N.S. 022 TANT 933 VORKER \ N.S. 933 VORKER \ N.S. 611 LICENSE 95 R 955	Origi A to: code NAICS Ind. 30 517110 70 113310 70 921190 70 921190 70 4841 70 926120	V Z (Asceniv) Autocoded? O Y Y Y Y Y Y Y	Show Occ Code 0020 6130 5860 2130 9130	Sa To Neither SOC (1 11-1021 45-4021 13-2011 13-2011 43-9061 53-3032 13-1041	ve to Checked otal Checked: 0 59 records Occ Autocoded? Y Y Y Y Y Y Y
Census Industry: NAICS:	Leave it blank if no chang ords Per Page: 30 V Industry Title TELEPHONE COMPANY NURSING LOGGING GOVERNMENT FINANCE FEDERAL GOVERNMENT DISTRIBUTION/SHIPPING STATE OF WASHINGTON	Ind title V beg Occupation Title AREA MANAGEI LICENSED PRAC NURSE LOGGER ACCOUNTANT OFFICE WORKE DRIVER DRIVER'S LICEN EXAMINER CARPENTER	Census s SOC: SO	Qccupation: Leave	it blank if no change ind Sort: Order in C cc Title Ind C R, AREA <u>661</u> N.S. <u>02</u> IANT <u>931</u> VORKER \ N.S. <u>931</u> VORKER \ N.S. <u>611</u> LICENSE <u>957</u> R <u>957</u> R <u>957</u>	Drigit ▼ Ato: Code NAICS Ind. 30 517110 70 113310 70 921190 70 921190 70 921190 70 4841 70 926120 70 23	X (Ascent V Autocoded? O Y Y Y Y Y Y Y Y Y	Show Dec Code 0020 6130 6300 5860 9130 0565	Sa Tc Neither SOC (1 11-1021 45-4021 13-2011 43-9061 53-3032 13-1041 47-2031	ve to Checked otal Checked: 0 59 records Dcc Autocoded? Y Y Y Y Y Y Y Y Y Y Y

Filtering Records to be Viewed

Click the drop down arrow in the **Filter Records by** option to select the type of records you want to view.

View All I&O Records		
	Click one of the Record ID values to return	to the Computer-Assisted coung screen.
File:	Scheme:	Filter Recor
IO_Coding_Example2.txt	Census 2010	Uncoded Filter
	NAICS 2007/SOC 2010	Comp-Assisted Autocoded
Selected Codes		Suggest Review
I an un in bland, if an about a		All

Filter Records Options	Description
Uncoded	Records where one or both codes are blank. (Default)
<u>Comp-Assist</u>	Records where both I&O have codes but one or both were manually coded.
Autocoded	Records where both I&O have been autocoded.
Suggest Review	Records where both I&O have been autocoded but the 'suggest review' flag has been set.
All	All records

Viewing Options

By default, the View All screen displays 30 records at a time. To change this, click the **Records Per Page** drop down and select the number of records to view on the screen at one time.

View All I&O Records



By default, job duty text and employer name are not displayed in the table view. If you want to view these fields, click one of the options in the drop down on the right of the screen above the table.

Ascen	Sho	w	Neither		59 records
lutocoded?C	<u>6</u>	Sho Sho Sho Sho	w Neither w Job Dut w Employ w Both	ies er	:ocoded?
Ν	<u>350</u>	0	<u>29-2061</u>		N
Y	<u>613</u>	0	<u>45-4021</u>		Υ

Sorting Options

Records in the data file can be sorted in various ways by selecting options in the **Sort** drop down lists.

This feature is used often for *Quality Control* by examining and comparing records with same I&O codes or titles.



Search Options

.

You can search for records with specified text in either the industry or occupation titles by using the search options then clicking the **Find** button.

-																
	« ‹ 1	> » Records Pe	er Page: 30 🔽	Occ title 🔍	containing:		owner	Find Sort	t: Ord	er in Orig	și 🖌	A to Z (Asceni	Shov	vNeither	6 recor	rds
		RecordID	Industry Title	Occ title	containing:		Census Ind Title	Census Occ Title		Ind Code	e NAICS	Ind Autocoded?C	occ Code	e SOC	Occ Autocode	:d?
		2009000231	DENTISTRY	OWNER	ROPERATOR		DENTISTS' OFFICES	OWNER AND OPER	RATOR	<u>7980</u>	<u>621210</u>	Y	<u>0350</u>	<u>11-9111</u>	Y	
		2009000342	CASINO	OWNER	R/OPERATOR		CASINO	OWNER AND OPER	RATOR	<u>8590</u>	713210	Y	<u>0330</u>	<u>11-9071</u>	Y	
		2009000343	RESTAURANT	BUSINE	SSOWNER		RESTAURANT \ ANY NOT LISTED	OWNER		<u>8680</u>	<u>722</u>	Y	<u>0310</u>	<u>11-9051</u>	Y	
		2009000354	CIVIL ENGINEER	OWNER	R/OPERATOR		CIVIL ENGINEER'S OFFICE	OWNER AND OPER	RATOR	<u>7290</u>	<u>541330</u>	Y	<u>0430</u>	<u>11-9199</u>	Y	
		2009000383	RESTAURANT	OWNER	R/OPERATOR/C	HEF	RESTAURANT \ ANY NOT LISTED	OWNER AND OPER	RATOR	<u>8680</u>	722	Y	0310	<u>11-9051</u>	Y	
		2009000672	D & A SMOKE SHO	DP BUSINE	SSOWNER		SMOKE SHOP (RET)	OWNER		<u>5580</u>	<u>453991</u>	Y	<u>4700</u>	<u>41-1011</u>	Y	_

Coding more than one Record at a Time

In the example below, the file has several records with variations of the occupation of school 'cafeteria worker'. All these records can be assigned the same occupation code. Once the occupation code is known, you can code the occupation for all three records at the same time.

After searching the Census Occupation Alpha Index for 'cafeteria', the Census code of 4130 is determined to be the correct code.

- 1. Click the checkboxes next to the records that you want to code.
- Enter the occupation code in the Census Occupation text box (note: the SOC code will be automatically selected)
- 3. Click the Save to Checked button

View All I&O Records							
	Click one of t	he Record ID values to return to th	e Computer-Assisted codin	ig screen.			
File:	Scheme:		Filter Records by:				
IO_Coding_Example2.txt	Census 2010 NAICS 2007/SOC 2010	U	ncoded V Filt	er	Refresh List	Close File	/
Selected Codes							
Census Industry: Leave it blan	k if no change	Census Occupation	4130			S	ave to Checked
						1	otal Checked:
N <u>A</u> ICS:	•	<u>S</u> OC:	35-9011 - Dining Ro	om and Cafeteria Af	tendants and		3
« < 1 > » Records Per Page:	30 🔽 Ind title 💟 beginning with:		Find Sort: C	Order in Origin	A to Z (Ascend	Show Neither	▶ 16 records
RecordID Industry Title	Occupation Title	Census Ind Title	Census Occ Title	Ind Code NAIC	S Ind Autocoded? C	Occ Code SOC	Occ Autocoded?
2009000107 NURSING	LICENSED PRACTICAL NURSE						
2009000318 TRUCKING	LONG HAUL TRUCK DRIVER						
2009000384 LOCAL SUPPL	Y DELIVERY TRUCK DRIVER						
<u>2009000427</u> MATTRESS CO	OMPANY QUILTER						
2009000465 WASHINGTO	N STATE PLANNER	STATE PARK DEPARTMENT		<u>8570</u> 71219	<u>0</u> Y		
2009000651 BOILER	STATIONARY ENGINEER		ENGINEER, STATIONARY			8610 51-8021	Y
2009000662 AEROSPACE	DRAFTING						
□ <u>2017000111</u> DAIRY	MILK COWS						
2017000333 SPICE	QC TESTING		Q.C. TESTER			<u>8740</u> <u>51-9061</u>	Y
2017000123 PIGGLY WIGG	LY MEAT CUTTER						
2017000444 SAFEWAY	BAG BOY		BAG BOY			<u>9640</u> <u>53-7064</u>	Y
☑ 2017000555 ELEMENTARY	SCHOOL CAFETERIA LADY	ELEMENTARY SCHOOL		<u>7860</u> <u>611110</u>	<u>Y</u>		
☑ 2017000667 ELEMENTARY	SCHOOL CAFETERIA	ELEMENTARY SCHOOL		7860 611110	<u>Y</u>		
2017000777 SCHOOL	PREPARE SCHOOL LUNCHES						



The occupation code will then be applied to each of the records checked:

View All I&C	Records								
			Info: Changes s	aved.					
		Click one of the	Record ID values to return to th	e Computer-Assisted coding so	creen.				
File:		Scheme:		Filter Records by:					
IO_Coding_Exampl	e2.txt	Census 2010	U	ncoded V Filter		Refresh List	Close File		
		NAICS 2007/SOC 2010							
Selected Codes									
Census Industry:	Leave it blank if no change		Census Occupation	Leave it blank if no chang	ge		S	ave to Check	ked
NAICS			500				1	íotal Checke	ed:
NAICS:			<u>3</u> 0C:			-		3	
							(
« (1) » Rec	ords Per Page: 30 🖌 🛛	Ind title 🔽 beginning with: 🕚	•]	Find Sort: Orde	er in Origiı 🔽	A to Z (Ascent	Show Neither	⊻ 16 r	records
RecordID	Industry litle	Occupation litle	Census Ind Litle	Census Occ 1 itle	Ind Code NAIC	S Ind Autocoded?	Occ Code SOC	Occ Autoco	oded?
<u>2009000107</u>	NURSING	NURSE PRACTICAL							
2009000318	TRUCKING	DRIVER							
2009000384	LOCAL SUPPLY DELIVERY	TRUCK DRIVER							
2009000427	MATTRESS COMPANY	QUILTER							
2009000465	WASHINGTON STATE		STATE DADY DEDADTMENT		9570 71010				
2007000405	PARKS	PLANNER	STATE PARK DEPARTMENT		<u>6570</u> <u>7121</u>				
<u>2009000651</u>	BOILER	STATIONARY ENGINEER		ENGINEER, STATIONARY			8610 51-8021	, Y	
<u>2009000662</u>	AEROSPACE	DRAFTING							
<u>2017000111</u>	DAIRY	MILK COWS							
<u>2017000333</u>	SPICE	QC TESTING		Q.C. TESTER			<u>8740</u> <u>51-9061</u>	Y	
2017000123	PIGGLY WIGGLY	MEAT CUTTER		PAG POV			0/10 50 70/1		
2017000444	SAFEVVAY	BAG BOY		BAGBOY			9640 53-7064	Γ Υ	
2017000555	ELEMENTARY SCHOOL		ELEMENTARY SCHOOL	CAFETERIA ATTENDANTS	7960 61111		4120 25-9011		
	ELEMENTARY SCHOOL		ELEMENTARY SCHOOL	AND BARTENDER HELPERS	<u>/000</u> <u>01111</u>	· /	4100 00 7011		
				DINING ROOM AND		- 1			
2017000667	ELEMENTARY SCHOOL	CAFETERIA	ELEMENTARY SCHOOL	CAFETERIA ATTENDANTS	<u>7860</u> 61111	LO Y	4130 35-9011	N	
				AND BARTENDER HELPERS					
		PREPARE SCHOOL		DINING ROOM AND					
<u>2017000777</u>	SCHOOL	LUNCHES		CAFETERIA ATTENDANTS			4130 35-9011	, N	
				AND BARTENDER HELPERS					

To return to the Computer Assisted I&O Coding screen (one record at a time coding), click on one of the Record ID values and you will be returned to that record.

RecordID	Industry Title	Occupation Title	Census Ind Title	Census Occ Title
2009000091	TELEPHONE COMPANY	AREA MANAGER		
2009000465	WASHINGTON STATE		STATE PARK	
2009000465	PAP	PLANNER	DEPARTMENT	
2009000503	TIMBER	LUMBERMAN		
2017000333	SPICE	QC TESTING		Q.C. TESTER
2017000123	PIGGLY WIGGLY	MEAT CUTTER		

Quality Control

It is up to the user to verify the quality of the coded results of their files. NIOCCS provides the **View All** feature of the computer assisted screen to support users in verifying the coded results.

Sorting the file by various fields or combination of fields after all coding is completed, can identify errors in coding of similar industries or occupations.

6 CROSSWALK CODING

Crosswalk coding in NIOCCS enables you to convert I&O codes from one I&O classification year to another or from one I&O classification system to another I&O classification system. For example, older data already coded to Census 2000 I&O codes can be converted to newer Census 2010 codes. Or industry data coded in the North American Industry Classification System (NAICS) can be converted to the U.S. Census Bureau industry classification system.

NIOCCS codes data based on the U.S. Census Bureau industry and occupation classification coding schemes. Each Census industry code is linked to an associated NAICS code and each Census occupation code is linked to an associated Standard Occupation Code (SOC), *with the exception of unpaid workers.* NAICS and SOC do not include codes for unpaid workers.

NIOCCS converts I&O codes from one coding scheme to another using crosswalk tables developed by the Census Bureau and the Bureau of Labor Statistics. For more information about industry and occupation coding schemes and crosswalk tables, visit the NIOSH Industry and Occupation Coding website at:

https://www.cdc.gov/niosh/topics/coding/nioccsuserdocumentation.html

Or

See Appendix B: Industry and Occupation Classifications Overview

NIOCCS Crosswalk Options:

- Census 1990 I&O codes must be crosswalked to Census 2000 first before crosswalking to later Census schemes
- SIC 1987 codes must be crosswalked to NAICS 1997 first before crosswalking to later NAICS schemes
- All other schemes can be crosswalked over several coding scheme years in one step

6.1 Crosswalk a Single Record

Crosswalking a single record can be performed whether a user has a NIOCCS account or not. From the NIOCCS Home Page, click the **Crosswalk Coding** option under the **Code a Single Record** heading in the NIOCCS menu.

You can crosswalk just industry or just occupation or both at the same time.

On the Crosswalk Single Record Coding screen,

- Enter the industry and/or occupation code(s) to be crosswalked
- Select the Input Coding Scheme
- Select the Target I&O Coding Scheme
- Click the **Submit** button

NIOCCS Home Page
Log Off (sxn1@cdc.gov)
Census Alpha Index Lookup
Code a File
Code a Single Record -
I & O Coding
Crosswalk Coding
My Profile
Help +

Nioccs			Promoting productive workplaces through safety and health research			
CDC > NIOSH > NIOCCS Home Page						
I&O Single Record Crossv	valking					
Input <u>I</u> ndustry Code	Input Industry Coding Scheme		Input Occupation Code	Input Occupation Coding Scheme		
Enter Industry Code Here	(Select)	~	Enter Occupation Code Here	(Select)	•	
Industry Target Coding Scheme	(Select)	~	Occupation Target Coding Scheme	(Select)	~	
		Submit	Reset			
Crosswalk Coding Notes:						
 Census 1990 I&O codes must be cro 	osswalked to Census 2000 first b	efore crosswalking to	later Census schemes			
 SIC 1987 codes must be crosswalke 	d to NAICS 1997 first before cro	sswalking to later NA	ICS schemes			
 All other schemes can be crosswalked 	ed over several coding scheme ye	ears in one step				

In the example below, 1990 Census I&O codes were crosswalked to the Census 2000 coding scheme. The input codes crosswalked were:

Industry code	= 010	(Agriculture industry)
Occupation code	= 473	(Farmer occupation)

I&O Single Record Crosswalking												
Input <u>I</u> ndustry Code			Input Industry				t Occupation Code		Inpu	Input Occupation		
			Coding Scheme						Cod	ing Scheme		
010			Census 1990		 	47:	3		Ce	nsus 1990	~	
Industry	Target Coding Scheme		Census 2000		▼ Submit	Occ Res	upation Target Coding Sc	heme	Cer	nsus 2000	V	
Crosswa Input Census Code	lk Industry Candidates Census Title	Census Year	Input NAICS	NAICS Title	NAICS Year	Target Census Code	census Title	Census Year	Target NAICS	NAICS Title	NAICS Year	
010	Agricultural Production, Crops	1990				017	Crop Production	2000	111	Crop Production	1997	
Crosswa Input Census	lk Occupation Candidates	Census	locut		SOC	Target		Census	Tarmet		500	
Code	Concus Titla	Voor	soc	COC Title	Voor	Codo	, Consus Titlo	Voor	SOC	COC Title	Voor	
<u>473</u>	Farmers, except Horticultural	1990	300	SOC Hue	Tear	<u>021</u>	Farmers and Ranchers	2000	<u>11-9012</u>	Farmers and Ranchers	2000	

NIOCCS crosswalk results show that industry code **010** in the Census 1990 coding scheme is equal to industry code **017** in the Census 2000 coding scheme. Similarly, occupation code **473** in the Census 1990 coding scheme is equal to the occupation code **021** in the Census 2000 coding scheme.

NIOCCS provides the standard Census industry and occupation titles for each of the crosswalked codes in addition to the associated NAICS and SOC codes.

The crosswalk process <u>does NOT use industry or occupation titles to obtain codes</u>, only the input codes are used. It is helpful to know what the titles are however in cases where the crosswalk results show more than one target code for the input code.

For example, using the following input codes crosswalked from Census 1990 to Census 2000:

Industry code	= 172	Industry title	= Printing
Occupation code	= 734	Occupation title	= Machine Operator

Input <u>I</u> n	dustry Code		Input Ind	ustry			Inpu	t Occupation Code			Input	Occupation	
			Coding Se	cheme							Codin	ng Scheme	
172			Census	Census 1990			734			Census 1990 💌			
							_	_			<u> </u>		-
Industry	/ Target Coding Scheme		Census	2000	~		Occu	upation Target Coding S	cheme		Cen	sus 2000	
					Submit		Res	at					
					545111		Rea						
Crocow	alk Inductry Candidatas												
Input	aik muusu y Canuluates					Targ	et						
Census		Census	Input		NAICS	Cens	us		Census				NAICS
Code	Census Title	Year	NAICS	NAICS Title	Year	Cod	e	Census Title	Year	Target	VAICS	NAICS Title	Year
	Printing, Publishing and												
172	Allied Industries, except	1990				199	Prin	nting and Related	2000	323	1	Printing and Related	1997
	Newspapers						Sup	port Activities			_	Support Activities	
	Printing, Publishing and												
172	Allied Industries, except	1990				648	Pub	lishingexcept	2000	5111 exc.	51111	Publishingexcept	1997
	Newspapers						Nev	vspapers and Software				Newspapers and Software	
Crosswalk Occupation Candidates													
Input						1	Farget						
Census	5	Censu	s Input		SC	c o	Census		C	ensus Ta	rget		SOC
Code	Census Title	Year	SOC	SOC Title	Ye	ar	Code	Census Title		Year S	OC	SOC Title	Year
<u>734</u>	Printing Press Operators	1990					<u>824</u>	Job Printers	:	2000 <u>51</u> -	5021	Job Printers	2000
734	Printing Press Operators	1990					<u>826</u>	Printing Machine Oper	ators	2000 <u>51</u> -	- <u>5023</u>	Printing Machine Operators	2000

Without knowing the I&O titles associated with the input codes, it would be difficult to know which of the industry and occupation crosswalk codes to choose in the example above.

Knowing that the industry title is 'Printing', the most appropriate Census 2000 industry code would be **199**.

Knowing the occupation title is 'Machine Operator', the most appropriate Census 2000 occupation code would be **826**.
6.2 Crosswalk a File

6.2.1 NIOCCS Input File Format for Crosswalk Coding

Files uploaded to NIOCCS for Crosswalk coding must be in a standard .txt file format delimited by a Tab or Pipe character (|). The file <u>must</u> have the seven fields (columns) listed below even if data is not available for each field. * Each record must have an ID field and at least one value in either the Industry Code or Occupation Code fields.

- 1. ID = Unique Identifier *
- 2. Industry Title
- 3. Occupation Title
- 4. Industry Code *
- 5. Occupation Code *
- 6. NAICS/SIC Code
- 7. SOC Code

Example Input File for Crosswalk Coding

							4
ID	Industry Title	Occupation Title	Ind code	Occ code	NAICS_SIC	SOC	
184623	AGRICULTURE	DAIRY FARMER	011	473			
304111	BUILDING CONSTRUCTION	CONTRACTOR	060	558			
317144	LUMBER	LABORER	231	889			
356668	BUILDING	CONTRACTOR	060	558			
406457	AVOCADO FARMER	RANCHER	010	473			
611129	DOUGLAS AIRCRAFT		227	999			Ī
2263962	PETROLEUM	PIPEFITTER	042	585			
2712435	FARMING & MINING		010	999			
2819309	ATTORNEY	RETIRED-ATTORNEY	841	178			
2873324	GEOLOGY	GEOLOGIST	042	075			
2874954	LAW	ATTORNEY	841	178			
3167323	HOPE MANOR	NURSE AID	832	447			
3167826	AUTOMOTIVE	INSPECTOR	751	036			
3169215	OFFICE WORKER	OFFICE WORKER	990	379			
3169810	HEALTH CARE	PSYCHIATRIST	812	084			
3170338	BANKING	BANK TELLER	700	383			
3170351	AGRICULTURE BUSINESS	SUPPLY CLERK-FOSTER FARMS	100	365			
3171023	COUR REPORTING AGENCY	ACCOUNT EXECUTIVE	741	259			
3172448	COMPUTER	MANAGER	990	022			
3210923	STUDENT	COLLEGE STUDENT	961	915			
3255447	OIL	GEOLOGIST	042	075			
1							

6.2.2 Submitting a File for Crosswalk Coding

To process a file of records for crosswalk coding, click the **Code a File** menu item.

<u>NOTE</u>: Most I&O classification schemes can be crosswalked across several coding scheme years in one step, however, the exceptions are Census 1990 and SIC 1987.

When the **Code a File** screen appears, select '**Crosswalk**' from the **Select Coding Options** drop down list.

NIOCCS Home Page	
Log Off (sxn1@cdc.gov)	
Census Alpha Index Lookup	
Code a File	
Code a Single Record	-
I & O Coding	
Crosswalk Coding	
My Profile	
Help	÷

Code a File		
Select a file:		
	Browse	File Format
Select Coding Options: Ind & Occ: Crosswalk: Submit		

To review the input file format description for Crosswalk coding, click the File Format link.

Next, select a file from your computer using the **Browse** button then select the target coding scheme from the drop down list you want to crosswalk the input file codes to and click the **Submit** button.

Code a File Select a file:	1
c:\example_crosswalk_census1990_2000.txt	Browse File Format
Select Coding Options:	
Crosswalk: ☑ Census 1990→Census 2000 (NAICS 1997. SOC 2000) ☑ Submit Submit Crosswalk Coding Notes:	
 Census 1990 I&O codes must be crosswalked to Census 2000 first before crosswalking to later C 	ensus schemes
 SIC 1987 codes must be crosswalked to NAICS 1997 first before crosswalking to later NAICS sch 	emes
 All other schemes can be crosswalked over several coding scheme years in one step 	

Codo a Filo										
Couearne										
Select a file:										
				_						
			Browse	File Format						
Select Coding Options:										
Crosswalk: ☑ Census 1990→Census 2000 (NAICS 14	997. SOC 2000)	Subr	nit				Refresh			
Crosswalk Coding Notes:										
Census 1990 I&O codes must be crosswalked to Census 2000	Census 1990 I&O codes must be crosswalked to Census 2000 first before crosswalking to later Census schemes									
 SIC 1987 codes must be crosswalked to NAICS 1997 first before the second second	re crosswalking t	to later NAICS s	chemes							
 All other schemes can be crosswalked over several coding sche 	eme years in one	step								
Type File Name	Coding	Uploaded	Days Until	Status	Total Ind Occ % Aut	D- Download	Actions			
Type File Name	Coding Scheme	Uploaded	Days Until Expiration	Status	Total Ind Occ % Aut Records Coded Coded code	o- Download d	Actions			
Type File Name CW Example_input_File_Crosswalk_Census1990_2000.txt Cen	Coding Scheme	Uploaded	Days Until Expiration	Status	Total Ind Occ % Auto Records Coded Coded code	0- Download d % <u>Input</u>	Actions			
Type File Name CW Example_Input_File_Crosswalk_Census1990_2000.txt Cen	Coding Scheme sus 1990 to 2000	Uploaded 11/20/2017 2:25:42 PM	Days Until Expiration	Status Uploading	Total Ind Occ % Aut Records Coded Coded code	Download d % <u>Input</u>	Actions			
Type File Name CW Example_Input_File_Crosswalk_Census1990_2000.txt Cen	Coding Scheme sus 1990 to 2000	Uploaded 11/20/2017 2:25:42 PM	Days Until Expiration	Status Uploading	Total Ind Occ % Auto Records Coded Coded code 0 0 0 0.00	α- Download d % <u>Input</u>	Actions			

You can monitor the status of a file submitted by checking the **Status** column and periodically clicking the **Refresh List** button to get an update on the status.

Large files however may take time to complete the crosswalk coding process. You do not need to stay logged into the system for the crosswalk to complete.

Once the file is successfully finished crosswalking, an email will be sent to the user to notify them that the file is ready for review.

Status	Status Descriptions
Uploading	File is being imported to the NIOCCS system.
Upload Error	An error occurred during importing. The user can view the upload error by clicking the Error link in the Download column of the Code a File screen table.
Autocoding	File is currently being autocoded/crosswalked.
Ready for Comp-Assist	File has some records that did not automatically crosswalk and will need codes assigned via the computer-assist coding features of the system.
Complete	All records in the file have I&O codes assigned.

A file submitted for crosswalking can be cancelled if it has not completed the crosswalk coding process. Select the **Cancel** option in the **Action** drop down then click the **Go** button.

Code a File					
Select a file:					
			Brow	rse <u>File Fo</u>	Format
Select Coding Options:					
Crosswalk: Target Census 2010 / NAICS 2007	/ SOC 2010	× 9	Submit		Refresh
Crosswalk Coding Notes:					
Census 1990 I&O codes must be crosswalked to Census 20	000 first before cr	osswalking to l	ater Census so	hemes	
 SIC 1987 codes must be crosswalked to NAICS 1997 first I 	before crosswalki	ng to later NAI	CS schemes		
 All other schemes can be crosswalked over several coding: 	scheme years in o	ne step			
Type File Name	Coding	Uninaded	Days Until	Status	Total Ind Occ % Auto-
	Scheme	opioadca	Expiration	Status	Records Coded Coded coded
CW N3 Census2002 w SOC inputfile tyt	Census 2010	11/28/2017	50	Uploaded	1 504 0 0 0.00% Input Cancel
evv regensuszozzwgooginputnetet	0011503 2010	2:54:56 PM	37	oproducu	

6.2.3 Computer Assisted Crosswalk Coding

After a file has completed the crosswalk coding process, it is likely that some records could not be automatically coded because an input code crosswalked to multiple target codes and the computer does not know which to select.

Records that did not have both the industry and occupation automatically crosswalked are displayed one at a time in the NIOCCS **Computer Assisted Crosswalk** coding screen so that I&O codes can be chosen manually. This process is called computer assisted coding because NIOCCS provides information and functions to support the coder in determining the correct I&O codes for a given input record.

Once the **Status** column displays '**Ready for Comp-Assist**' on the **Code a File** screen, the file is ready to be reviewed. Columns on the status screen for each file indicate the number of records where the industry and occupation were automatically crosswalked. A record may have only the industry or only the occupation crosswalked automatically so these totals may not be equal.

Type File Name	Coding Scheme	Uploaded	Days Until Expiration	 Status 1 R	Total lecords	Ind Coded(Occ Coded	% Auto- coded	Download A	Actions	
CW N3_Census2002_w_SOC_inputfile.txt	Census 2010	11/28/2017 2:54:56 PM	59	Ready for Comp Assist	- 504	504	466	96.23%	Input Output	Comp-Assist	Go
CW N3_Test_2002_to_2007_NAICS.txt	Census 2010	11/28/2017 2:11:45 PM	59	Ready for Comp Assist	- 1200	1155	1200	98.13%	Input Output	Comp-Assist	Go

To select a file for computer assisted coding, ensure the action in the drop down displays '**Comp-Assist**' then click the **Go** button. The **Computer Assisted Crosswalk Coding** screen consists of 4 primary sections:

- 1. File Information and Navigation
- 2. Input Industry and Occupation Codes to be crosswalked
- 3. Selected Codes (Crosswalk Results)
- 4. Suggested Candidates / Alphabetical Indexes tabs

Comp	outer A	Assisted Crosswa	lk										
File				Record ID	Scheme				Filt	er Records I	w.		1.
				00/00/0		0000 01000							
Example	_Input_Fi	ile_Crosswalk_Census1990	_2000.txt	2263962	Census 1990 Cer	nsus 2000/NAICS	51997/S0	DC 2000	Uncoded		Filter	View All Cl	lose File
				Г	First	Denu	bland	Last	Pecord	3 of 11		_	
				L	Eirst	Prev	Next	Last	Kecora	5 01 11			
Input Inc	lustry Tit	le: Q	PETROLE	UM		Input Census I	nd Code:	0	42		Input NA	CS:	2
Input Oc	cupation	Title: 🔍 🚭	PIPEFITT	ER		Input Census C	Occ Code	5	85		Input SO(D:	
Selecter	d Codes												
Census <u>I</u>	ndustry:			nsufficient li	nfo	NAICS:						\checkmark	
Census (Occupatio	on: 644		nsufficient l	nfo	<u>s</u> oc:	47-:	2150 - Pipela	yers, Plumbe	rs, Pipefitte	ers, and Ste	aı 🗸	3.
Informa	tion abo	ut Inductor and Occupation	n Selection	r.									
in or ne			JCICCOO										_
				Int	le				Census C	ode	NAICS	/SOC BL	5
Ind													_
Occ	Pipelaye	rs, Plumbers, Pipefitters, an	d Steamfitt	ers					<u>644</u>		<u>47-2</u>	<u>150</u>	
Suggest	ed Candi	idates (Ind 3/Occ 1)	Alphab	etic Indexe	s								
													4.
Crosswa	alk Indus	try Candidates											
	Input					I	Target						
	Census		Census	Input		NAICS	Census			Census	Target		NAICS
	Code	Census Title	Year	NAICS	NAICSTitle	Year	Code	Cen	sus Title	Year	NAICS	NAICS Title	Year
Coloct	042	Oil and Cas Extraction	1000				027	Oil and Cas	Extraction	2000	211	Oil and Cas Extraction	1007
301001	<u>042</u>	Oli and Gas Extraction	1770				0.97	Unanu Gas		2000	211		177/
Select	042	Oil and Gas Extraction	1990				048	Not Specifie	ed Type of	2000	Part of 21	Not Specified Type of	1997
								Mining				Mining	
Select	042	Oil and Gas Extraction	1990			I	049	Support Act	ivities For	2000	213	Support Activities for	1997
001000	2.12		1,,,0				212	Mining		2000		Mining	1,,,,
Crosswa	alk Occup	pation Candidates											
	Input						Targe	st.					
	C	5	Census	Input		SOC	Censu	IS .		Cens	us Target	t i	SOC
	Census												
	Code	Census Title	Year	SOC	SOC Title	Year	Corle	e Ce	nsus Title	Yea	r SOC	SOC Title	Year
	Code	Census Title	Year	SOC	SOC Title	Year	Code	e Ce	nsus Title	Yea	r SOC	SOC Title	Year
Colort	Code	Census Title Plumbers, Pipefitters, and	Year	SOC	SOC Title	Year	Code	Pipelayers	s, Plumbers,	Yea	soc	SOC Title Pipelayers, Plumbers,	Year
Select	Code	Census Title Plumbers, Pipefitters, and Steamfitters	Year 1990	SOC	SOCTitle	Year	Code	Pipelayers Pipefitters	s, Plumbers, s, and	Yea	soc	SOC Title Pipelayers, Plumbers, O Pipefitters, and Steamitters	Year 2000

6.2.3.1 Section #1. File Information and Navigation

This section of the Crosswalk Computer Assisted coding screen provides navigation tools and information about the file being coded.

File:	Record ID:	Filte	r Record	is by:						
Example_Input_File_Crosswalk_Census1990_2000.txt	2263962	263962 Census 1990 Census 2000/NAICS 1997/SOC 2000					•	Filter	<u>V</u> iew All	Close File
		<u>Eirst Prev Next Last</u>					3 of 11			

Field	Description								
File	Displays the nam	e of the file being coded.							
Record ID	Displays the uniq	ue record ID of the record currently being viewed on the screen.							
Scheme	Displays the inpu	splays the input and target coding schemes.							
Filter Records by	Provides options categories:	for reviewing and filtering the records in the file by the following							
	Uncoded	Records where one or both codes are blank. (Default)							
	Comp-Assist	Records where both I&O have codes but one or both were manually coded.							
	Autocoded	Records where both I&O have been autocoded.							
	All	All records							
First, Prev, Next,	Provide navigatio	n for moving from one record to another.							
Last	Hot Keys are als	o available for these functions:							
	Shift+F Fir	rst Record							
	Shift+P Pr	evious Record							
	Shift+N Ne	ext Record							
	Shint+L La								
Record x of x	Indicates which re records.	ecord is currently being viewed among all the records in the filtered set of							
View All	Provides the abili Hot Key: Shift+\	ty to view the records in table format rather than one record at a time. / View All							
Close File	Closes the file an	d returns to the 'Code a File' screen.							

6.2.3.2 Section #2. Industry and Occupation Input Codes to be Crosswalked

The purpose of this section is to display the industry and occupation input codes to be crosswalked. Input files may contain any combination of Census I&O codes, NAICS codes and SOC codes.

Input Industry Title:	٩	PETROLEUM	Input Census Ind Code:	042	Input NAICS:	
Input Occupation Title:	۹ 🚭	PIPEFITTER	Input Census Occ Code:	585	Input SOC:	

The industry and occupation input text will appear in the **Input Industry Title** and **Input Occupation Title** boxes *if they were submitted in the input file*. These titles are only used to help the user select the correct crosswalk code if multiple codes are presented. I&O titles are NOT used in the crosswalk process.

6.2.3.3 Section #3. Selected Codes (Crosswalk Results)

This section is used to view and/or edit the I&O codes crosswalked for the input industry and occupation codes.

If neither industry nor occupation was automatically crosswalked, then <u>no</u> information will be displayed initially as shown below.

Selected Codes					
Census Industry:	Insufficient Info	N <u>A</u> ICS:			
Census <u>O</u> ccupation:	Insufficient Info	<u>s</u> oc:		~	
Information about Industry	and Occupation Selections				
	Title		Census Code	NAICS/SOC	BLS
Ind					
Occ					

If either the industry or occupation <u>was</u> automatically crosswalked, the code(s) selected by NIOCCS will be displayed as shown below.

Selected Codes					
Census Industry:	Insufficient Info	N <u>A</u> ICS:		\checkmark	
Census <u>O</u> ccupation:	644 Insufficient Info	<u>s</u> oc:	47-2150 - Pipelayers, Plumbers, Pipe	efitters, and Stear	
Information about Industry	and Occupation Selections				
	Title		Census Code	NAICS/SOC	BLS
Ind					
Occ Pipelayers, Plumbers	, Pipefitters, and Steamfitters		<u>644</u>	47-2150	

6.2.3.4 Section #4. Suggested Candidates / Alphabetic Indexes

This section of the **Computer Assisted Crosswalk** coding screen provides 2 tools to help select the most appropriate I&O codes for input codes that could not be automatically crosswalked. These tools are presented in the tabbed lower section of the screen.

Suggested Candidates (Ind 3/Occ 1) Alphabetic Indexes

- 1. Suggested Candidates
- 2. Alphabetic Indexes

Suggested Candidates

This tab shows the input industry and occupation codes on the left side of the screen and the target I&O codes for crosswalking on the right side (see table below).

Using the I&O input of:

Industry:Petroleum, Census 1990 ind code 042Occupation:Pipefitter, Census 1990 occ code 585

The example below shows that the input Census 1990 industry code of **042**, under the **Crosswalk Industry Candidates**, became 3 new codes in the Census 2000 coding schemes: **037, 048, 049**. It is possible that single codes in one classification version are changed to multiple codes in a succeeding version.

The input Census 1990 occupation code of **585** however changed directly to one Census 200 code: **644**.

Suggest	ed Cand	idates (Ind 3/Occ 1)	Alphab	oetic Indexes								
Crosswa	ik Indus	try Candidates										
	Input						Target					
	Census	5	Census	Input		NAICS	Census	;	Census	Target		NAICS
	Code	Census Title	Year	NAICS	NAICS Title	Year	Code	Census Title	Year	NAICS	NAICS Title	Year
Select	<u>042</u>	Oil and Gas Extraction	1990				<u>037</u>	Oil and Gas Extraction	2000	<u>211</u>	Oil and Gas Extraction	1997
Select	<u>042</u>	Oil and Gas Extraction	1990				<u>048</u>	Not Specified Type of Mining	2000	Part of 2:	Not Specified Type of Mining	1997
<u>Select</u>	<u>042</u>	Oil and Gas Extraction	1990				<u>049</u>	Support Activities For Mining	2000	<u>213</u>	Support Activities for Mining	1997
Crosswa	ilk Occu Input	pation Candidates					Targ	et				
	Censu	5	Census	Input		SOC	Cens	us	Censu	is Targe	st.	SOC
	Code	Census Title	Year	SOC	SOC Title	Year	Cod	e Census Title	Year	SOC	SOC Title	Year
<u>Select</u>	<u>585</u>	Plumbers, Pipefitters, and Steamfitters	1990				<u>644</u>	Pipelayers, Plumbers, Pipefitters, and Steamfitters	2000) <u>47-21</u> 5	Pipelayers, Plumbers, 50 Pipefitters, and Steamfitters	2000

The example above is attempting to crosswalk Census codes from one Census coding scheme year to another. NAICS and/or SOC codes may also be crosswalked instead of, or in addition to Census codes. Below is an example of the Suggested Candidates screen when attempting to crosswalk NAICS and SOC codes.

Note that although this example is crosswalking NAICS and SOC codes, the associated Census codes are also displayed and will be included in the final output file.

Input Ind	ustry Title:	٩	BANK			Input Census In	d Code:			Input NAIC	S: 521110	
Input Oc	cupation Title:	۹ 🚭	DATABAS	SE ADMINIS	STRATORS	Input Census O	cc Code:			Input SOC:	15-1051	
Selected	Codes											
Census <u>I</u>	ndustry:	6870	Ir	nsufficient Ir	nfo	N <u>A</u> ICS:	52111	0 - Monetary Author	ities - Central	Bank		
Census <u>C</u>	Occupation:		In	nsufficient In	nfo	<u>S</u> OC:						
Informat	tion about Industr	y and Occupatio	on Selection:	s								
				Titl	e			Census	Code	NAICS/S	SOC BLS	
Ind	Banking and Relate	ed Activities						<u>68</u>	<u>70</u>	<u>52111</u>	<u>.0</u>	
Occ												
Suggeste	ed Candidates (Inc	d 1/Occ 2)	Alphab	etic Indexes	6							
Crosswa	lk Industry Candi	dates					_					
Crosswa	lk Industry Candia Input	dates	_	_			Target		_	_		
Crosswa	lk Industry Candia Input Census	dates	Census	Input	MARGET-I	NAICS	Target Census	C	Census	Target		NAICS
Crosswa	lk Industry Candia Input Census Code C	dates Census Title	Census Year	Input NAICS	NAICSTitle	NAICS Year	Target Census Code	Census Title	Census Year	Target NAICS	NAICS Title	NAICS Year
Crosswa <u>Select</u>	lk Industry Candio Input Census Code C	dates Census Title	Census Year	Input NAICS	NAICS Title	NAICS Year 5- 1997- 2007	Target Census Code	Census Title	Census Year 2010	Target NAICS	NAICS Title	NAICS Year 2007
Crosswa Select	lk Industry Candia Input Census Code C	dates Census Title	Census Year	Input NAICS 521110 Ce	NAICS Title onetary Authorities intral Bank	NAICS Year s - 1997- 2007	Target Census Code 6870 B	Census Title Banking and Related Activities	Census Year 2010	Target NAICS	NAICS Title Monetary Authorities - ientral Bank	NAICS Year 2007
Crosswa <u>Select</u>	Ik Industry Candi Input Census Code C	dates Census Title	Census Year	Input NAICS 521110 Ce	NAICS Title onetary Authorities intral Bank	NAICS Year 5 - 1997- 2007	Target Census Code 6870 A	Census Title Banking and Related Activities	Census Year 2010	Target NAICS	NAICS Title Monetary Authorities - Central Bank	NAICS Year 2007
Crosswa Select Crosswa	Ik Industry Candi Input Census Code C Ik Occupation Can	dates Census Title ndidates	Census Year	Input NAICS 521110 Ce	NAICS Title onetary Authorities ntral Bank	NAICS Year s - 1997- 2007	Target Census Code <u>6870</u> A	Census Title Banking and Related Activities	Census Year 2010	Target NAICS	NAICS Title fonetary Authorities - lentral Bank	NAICS Year 2007
Crosswa Select Crosswa	Ik Industry Candi Input Census Code C Ik Occupation Cau Input Census	dates Census Title ndidates	Census Year Census	Input NAICS 521110 Ce	NAICS Title onetary Authoritie: ntral Bank	NAICS Year s- 1997- 2007 SOC	Target Census Code 6870 A Target Census	Census Title Banking and Related Activities	Census Year 2010 Censu	Target NAICS 521110 C s Target	NAICS Title fonetary Authorities - Gentral Bank	NAICS Year 2007 SOC
Crosswa Select Crosswa	Ik Industry Candia Input Census Code C Ik Occupation Can Input Census Code C	dates Census Title ndidates Census Title	Census Year Census Year	Input NAICS 521110 Ce Input SOC	NAICS Title onetary Authorities Intral Bank SOC Title	NAICS Year s - 1997- 2007 SOC Year	Target Census Code 6870 B A Target Census Code	Census Title Banking and Related Activities Census Title	Census Year 2010 Censu Year	Target NAICS 521110 ^N C	NAICS Title Aonetary Authorities - Central Bank SOC Title	NAICS Year 2007 SOC Year
Crosswa Select Crosswa Select	Ik Industry Candia Input Census Code C Ik Occupation Can Input Census Code C	dates Census Title ndidates Census Title	Census Year Census Year	Input NAICS 521110 Ce Input SOC Cc	NAICS Title onetary Authorities intral Bank SOC Title omputer Systems nalysts	NAICS Year 5 - 1997- 2007 SOC Year 2000	Target Census Code 6870 ^B A Target Census Code	Census Title Banking and Related Activities Census Title Computer Systems Analysts	Census Year 2010 Censu Year 2010	Target NAICS 521110 C s Target SOC 15-1121	NAICS Title Ionetary Authorities - central Bank SOC Title Computer Systems Analysts	NAICS Year 2007 SOC Year 2010

You can hover the mouse over any of the codes to see the standard title for the industry or occupation as shown in the examples below.

Target Census		Conco	omputer Systems		SOC						
Code	Census Intle	Year	Analysts	OC Intle	Year	Target					
<u>1006</u>	Computer Systems	2010	15-1121	r systems	2010	Census	5	Census	Target		SOC
	Computer Naturals		Analysis	n Naturali		Code	Census Title	Year	SOC	SOC Title	Year
<u>1106</u>	Architects	2010	15-1143 Architect	s	2010	<u>1006</u>	Computer Systems Analysts	20 Cor	Con nputer Netwo Architects	nputenSystems rrk liysts	2010
						<u>1106</u>	Computer Network Architects	2010	15-1143 Arc	nputer Network hitects	2010

To obtain more information about a code, you can click on the code itself. For example, clicking on the SOC code of 15-1143 will display the SOC description for that code.

Target Census		Census	Target		SOC
Code	Census Title	Year	SOC	SOC Title	Year
<u>1006</u>	Computer Systems Analysts	2010	15-1121	Computer Systems Analysts	2010
<u>1106</u>	Computer Network Architects	2010	15-1143	Computer Network Architects	2010





Alphabetic Indexes

This tab provides the ability to search for industry or occupation titles in the Census Alphabetical Indexes.

This feature is used most often when NIOCCS does not provide any crosswalk candidates for the input industry or occupation codes. This may be because the input code is blank or it may be an invalid code for that input coding scheme.

Initially the input text for industry and occupation (if provided in the file) will be displayed in the search boxes and each of the indexes will automatically attempt to locate entries beginning with the text in the indexes.

For more information on using the Census Alphabetical Indexes, see Chapter 4.

Suggested Candidates	(Ind 1/Occ 2)	Alphabe	tic Indexes											
Beginning:	ANK		Find Next	Prev	1-22/24	Beginning:	•	DATABAS	E ADMINI	STRATORS	Find	Next	Prev 0/0	C
Title	Ind Code	Restriction		Restrict	tion NAIC	s	Title	•	Occ Code	Restriction			Restriction	SOC
Bandsaws, Wood	working 2190				3333	Select Data E	ntry Cle	rk	<u>5810</u>					<u>43-9021</u>
(Mfg.)	5170				3332	Select Data E	ntry Key	/er	<u>5810</u>					43-9021
<u>Select</u> Banjo Parts (Mfg.) <u>3980</u>				3399	2 <u>Select</u> Data E	ntry Op	erator	<u>5810</u>					43-9021
<u>Select</u> Banjos (Mfg.)	<u>3980</u>				<u>3399</u>	2 Select Data E	xaminat	ion Clerk	<u>5910</u>					43-9081
Select Bank \ Any Not Li	isted <u>6870</u>				<u>5211</u>	0 <u>Select</u> Data Ir	nput Cle	rk	<u>5810</u>					43-9021
Select Bank and Trust C	o. <u>6870</u>				<u>5211</u>	0 <u>Select</u> Data K	eyer		<u>5810</u>					43-9021
Select Bank Building	<u>7070</u>				5311	Data P	rocessir	ng∖Any	5000					42 0011
Select Bank Clearing Ho	ouse <u>6890</u>				<u>5223</u>	0 Other	Specifie	d or N.S.	<u>008C</u>					43-9011
Select Bank Deposit Ins	urance <u>6990</u>				<u>5241</u>	28 <u>Select</u> Data P	rocessir	ngClerk	<u>5800</u>					<u>43-9011</u>
Select Bank For Cooper	atives <u>6880</u>				<u>5221</u>	0 Data P	rocessir	ıg	1006					15-1121
Select Bank Forms (Mfg	:) <u>1990</u>				3231	4 Consul	tant		1000					12 1111
<u>Select</u> Bank Holding Co.	<u>7570</u>				5511	1 Data P Select	rocessir	ng Systems	1006					15-1121
Bank Indicators, A	Aircraft 3380				3345	Analys	t							
(Mfg.)						Data P	rocessir	ng Systems	1006					15-1121
Select Bank Notes (Mfg.) <u>1990</u>				3231	4 Project	t Planne	r						
Select Bank, Federal Re	serve <u>6870</u>				<u>5211</u>	O Select	rocessir	ng, Data r	<u>5810</u>					<u>43-9021</u>
Bank, Federal, Ex Select	c. <u>6880</u>				5221		rocessir	s var						
Reserve						Select Printin	g Sortir	is, ne or	5800					43-9011
Bank, Fixtures, M	letal <u>2870</u>				3323	3 Tabula	ting	.2, -:						
(Mig.)	6000				5001	Select Data R	ecovery	Planner	1060					15-1141
Select Bank, FSD	6990				5221	<u>Select</u> Data S	ecurity		<u>1007</u>					<u>15-1122</u>
Select Bank, Savings	11000 6990				5221	Select Data T	ypist		<u>5810</u>					43-9021
Bankers' Protecti	ion				5221	Select Databa	ase Adm	inistrator	<u>1060</u>					<u>15-1141</u>
Select Patrol	7680				5616	2 Select Databa	ase Anal	yst	1060					15-1141
Select Bankers, Investm	ent <u>6970</u>				5231	0 Select Databa	ase Desi	gn Analyst	1060					<u>15-1141</u>
Select Banking Agency	6870				5221	0 Select Databa	ase Deve	eloper	<u>1010</u>					15-1131
Select Banking Institution	on <u>6870</u>				5221	0 Select Databa	ase Mair	ntenance	<u>1050</u>					<u>15-1151</u>
Select Banking Schools	7880				6115	9 Databa	ase Man	agement	1060					15-11/1
Select Bankruptcy Estat	es <u>6970</u>				5259	System	n Special	ist						
						Databa <u>Select</u>	ase Secu	rity	1060					15-1141
	<u>« ‹</u> 57	<u>58 59 60</u>	<u>))</u>			Admin	istrator							
						<u>Select</u> Databa	ase Supp	ort	<u>1050</u>					<u>15-1151</u>
						<u>Select</u> Date P	itter		8860					<u>51-9192</u>
								« (297	298 299 3	00)	×		
												_		

6.2.4 How to Assign Crosswalk Codes

An industry or occupation code can be assigned in two ways in the Computer Assisted Crosswalk coding screen.

- By clicking the <u>Select</u> link from one of the tools (Suggested Candidates or Alphabetic Indexes).
- 2) By entering a code directly into the one of the industry or occupation text boxes of the Selected Codes section.

Selecting Codes from the Suggested Candidates

To choose one of the target codes, click the <u>Select</u> link on the row containing the desired target code. In the example below, the target industry code being selected as the crosswalk code for the input industry is **037**.

Comp	nutor /												
Eile:	Juter	Assisted Crosswal	lk										
FIIC.				Record ID	D: Scheme:				Filte	er Records	by:		
Example	e_Input_Fi	ile_Crosswalk_Census1990	_2000.txt	2263962	Census 1990 Cer	nsus 2000/NAIC	S 1997/S	OC 2000	Uncoded		Filter	View All	Close File
				г							The		
				l	<u>F</u> irst	Prev	Next	Last	Record 3	3 of 11			
Input Inc	dustry Tit	ile: Q	PETROLE	EUM		Input Census I	nd Code:	C	042		Input NA	AICS:	
Input Oc	ccupation	Title: 🛛 💽	PIPEFITT	ER		Input Census (Occ Code	: :	585		Input SO	C:	
Selecter	d Codes												
Science	u coucs												
Census	Industry:			nsufficient	Info	N <u>A</u> ICS:							
Census	<u>O</u> ccupati	on: 644		nsufficient	Info	SOC:	47-	2150 - Pipel	ayers, Plumbe	rs, Pipefitte	ers, and St	ear	
Informa	ation abo	ut Industry and Occupation	n Selection	15									
		<i>,</i> , ,		Tr	itle				Census C	ode	NAIC	s/soc	BLS
Ind													
Occ	Pipelaye	rs, Plumbers, Pipefitters, an	d Steamfit	ters					<u>644</u>		47-2	2150	_
.		idatas (Ind 2)(Dec 4)											
Suggest	ted Cand	idates (ind s/Occ T)	Alphat	betic Indexe	es								
Suggest	led Cand	idates (ind 5/Occ 1)	Alphat	betic Indexe	es								
Crosswa	alk Indus	try Candidates	Alphat	betic Indexe	es								
Crosswa	alk Indus Input	try Candidates	Alphat	betic Indexe	es		Target						
Crosswa	alk Indus Input Census	try Candidates	Alphat	input	es	NAICS	Target			Census	Target		NAICS
	alk Indus Input Census Code	try Candidates ; Census Title	Alphat Census Year	Input NAICS	NAICSTitle	NAICS Year	Target Census Code	Cer	usus Title	Census Year	Target	NAICS Tit	NAICS de Year
	alk Indus Input Census Code	try Candidates census Title Oil and Gas Extraction	Alphat Census Year 1990	Input NAICS	NAICS Title	NAICS Year	Target Census Code	Cer Oil and Gas	isus Title s Extraction	Census Year 2000	Target NAICS 211	NAICS Tit Oil and Gas Extrac	NAICS de Year tion 1997
	alk Indus Input Census Code 042 042	try Candidates Try Candidates Census Title Oil and Gas Extraction Oil and Gas Extraction	Census Year 1990	Input NAICS	NAICS Title	NAICS Year	Target Census Code 037 048	Cer Oil and Gas Not Specifi	isus Title s Extraction ed Type of	Census Year 2000 2000	Target NAICS 211 Part of 2	NAICS Tit Oil and Gas Extrac Not Specified Typ	NAICS de Year stion 1997 e of 1997
Crosswa Select Select	alk Indus Input Census Code 042 042	try Candidates census Title Oil and Gas Extraction Oil and Gas Extraction	Census Year 1990 1990	Input NAICS	NAICS Title	NAICS Year	Target Census Code 037 048	Cer Oil and Gas Not Specifi Mining	Isus Title Extraction ed Type of	Census Year 2000 2000	Target NAICS 211 Part of 2	NAICS Tit Oil and Gas Extrac Not Specified Typ Mining	NAICS de Year tion 1997 e of 1997
Crosswa Select Select	alk Indus Input Census Code 042 042	try Candidates Title Oil and Gas Extraction Oil and Gas Extraction Oil and Gas Extraction	Alphat Census Year 1990 1990	Input NAICS	NAICS Title	NAICS Year	Target Census Code 037 048	Cer Oil and Gas Not Specifi Mining Support Ac Mining	isus Title Extraction ed Type of tivities For	Census Year 2000 2000 2000	Target NAICS 211 Part of 2 213	NAICS Tit Oil and Gas Extrac Not Specified Typ Mining Support Activities Mining	NAICS de Year ction 1997 e of 1997 for 1997
Suggest Crosswa Select Select	alk Indus Input Census Code 042 042 042	try Candidates Census Title Oil and Gas Extraction Oil and Gas Extraction Oil and Gas Extraction	Alphat Census Year 1990 1990	Input NAICS	NAICS Title	NAICS Year	Target Census Code 037 048 048	Cer Oil and Gas Not Specifi Mining Support Ac Mining	isus Title Extraction ed Type of tivities For	Census Year 2000 2000 2000	Target NAICS 211 Part of 2 213	NAICS Tit Oil and Gas Extrac Not Specified Typ Mining Support Activities Mining	NAICS de Year stion 1997 e of 1997 ifor 1997
Crosswa Select Select Crosswa	alk Indus Input Census Code 042 042 042 042	try Candidates Census Title Oil and Gas Extraction Oil and Gas Extraction Oil and Gas Extraction Oil and Gas Extraction Pation Candidates	Alphat Census Year 1990 1990 1990	Input NAICS	NAICS Title	NAICS Year	Target Census Code 037 048 049	Cer Oil and Gas Not Specifi Mining Support Ac Mining	isus Title Extraction ed Type of tivities For	Census Year 2000 2000 2000	Target NAICS 211 Part of 2 213	NAICS Tit Oil and Gas Extrac Not Specified Type Mining Support Activities Mining	NAICS de Year tion 1997 e of 1997 ifor 1997
Crosswa Select Select Crosswa	alk Indus Input Census Code 042 042 042 042 042 alk Occup	try Candidates Census Title Oil and Gas Extraction Oil and Gas Extraction Oil and Gas Extraction	Alphat Census Year 1990 1990	Input NAICS	NAICS Title	NAICS Year	Target Census Code 037 048 049 Targe	Cer Oil and Gas Not Specifi Mining Support Ac Mining	isus Title SExtraction ed Type of tivities For	Census Year 2000 2000 2000	Target NAICS 211 Part of 2 213	NAICS Tit Oil and Gas Extrac Not Specified Typ Mining Support Activities Mining	NAICS de Year ttion 1997 e of 1997 for 1997
Crosswa Select Select Crosswa	alk Indus Input Census Code 042 042 042 042 042 alk Occup Input Census	try Candidates Census Title Oil and Gas Extraction Oil and Gas Extraction Oil and Gas Extraction Oil and Gas Extraction Fation Candidates S	Census Year 1990 1990 Census Vers	Input NAICS	NAICS Title	NAICS Year	Target Census Code 037 048 049 Targe Census	Cer Oil and Gas Not Specifi Mining Support Ac Mining	ISUIS Title	Census Year 2000 2000 2000	Target NAICS 211 Part of 2 213	NAICS Tit Oil and Gas Extrac Not Specified Typ Mining Support Activities Mining	NAICS de Year ction 1997 e of 1997 ifor 1997 SOC Na Year
Crosswa Select Select Crosswa	alk Indus Input Census Code 042 042 042 042 042 alk Occup Input Census Code	try Candidates Census Title Oil and Gas Extraction Oil and Gas Extraction Oil and Gas Extraction Oil and Gas Extraction Extraction Candidates S Census Title	Census Year 1990 1990 1990 Census Year	Input NAICS	NAICS Title SOC Title	NAICS Year	Target Census Code 037 048 049 Targe Censu Censu	Cer Oil and Gas Not Specifi Mining Support Ac Mining et us e C	sus Title Extraction ed Type of tivities For ensus Title	Census Year 2000 2000 2000 Cens Yea	us Target	NAICS Tri Oil and Gas Extrac Not Specified Typ Mining Support Activities Mining	NAICS ie Year tion 1997 e of 1997 for 1997 SOC tie Year
Crosswa Select Select Crosswa	alk Indus Input Census Code 042 042 042 042 042 alk Occup Input Census Code	try Candidates Census Title Oil and Gas Extraction Oil and Gas Extraction Oil and Gas Extraction Oil and Gas Extraction Future Candidates Census Title Plumbers, Pipefitters, and	Census Year 1990 1990 1990 Census Year	Input NAICS	NAICS Title SOC Title	NAICS Year SOC Year	Target Census Code 037 048 049 Targg Censu Code	Cer Oil and Gas Not Specifi Mining Support Ac Mining et us e C Pipelayer Pipelayer	ensus Title Extraction ed Type of tivities For ensus Title s, Plumbers, s and	Census Year 2000 2000 2000 2000 Cens Yea	Target NAICS 211 Part of 2 213 us Targer SOC	NAICS Tit Oil and Gas Extract Not Specified Typ Mining Support Activities Mining	NAICS ie Year tion 1997 e of 1997 for 1997 for 1997 SOC de Year bers, 2000
Crosswa Select Select Crosswa Select	alk Indus Input Census Code 042 042 042 042 alk Occup Input Census Code	try Candidates	Census Year 1990 1990 1990 Census Year 1990	Input NAICS : Input SOC	NAICS Title SOC Title	NAICS Year SOC Year	Target Code 037 048 049 Targe Censs Cod	Cer Oil and Gas Not Specifi Mining Support Ac Mining et us e C Pipelayer Pipefitter Steamfitter	ensus Title Extraction ed Type of tivities For ensus Title s, Plumbers, rs, and ers	Census Year 2000 2000 2000 Cens Yea 2000	Target NAICS 211 Part of 2 213 us Targe r SOC	NAICS Tit Oil and Gas Extract Not Specified Typ Mining Support Activities Mining support Activities Mining support Activities Mining Support Activities Mining	NAICS de Year ction 1997 e of 1997 for 1997 for 1997 de Year bers, 2000

The selected code will then be displayed in the **Selected Codes** section of the screen as shown below.

Selected Codes						
Census Industry:	037	Insufficient Info	N <u>A</u> ICS:	21111 - Oil and Gas Extraction		
Census Occupation:	644	Insufficient Info	<u>s</u> oc:	4/-2150 - Pipelayers, Plumbers, Pipefit	ters, and Stear 🗸	
Information about Industry	and Occup	ation Selections				
		Title		Census Code	NAICS/SOC	BLS
Ind Oil and Gas Extraction	on			<u>037</u>	<u>21111</u>	150
Occ Pipelayers, Plumbers	s, Pipefitter	rs, and Steamfitters		<u>644</u>	47-2150	2111/47-2150

Selecting Codes from the Alphabetic Indexes

In the example below, the Census 1990 input industry code of **227** is invalid and the input occupation code was not provided. <u>NOTE</u>: NIOCCS will automatically provide *insufficient information codes* for blank I&O inputs.

Input Indu	ustry Titl	e: Q	DOUGLAS	AIRCRAFT		Input Census In	d Code:	[227	lı	nput NAICS:]
Input Occ	upation	Title: 🔍 🚭				Input Census O	cc Code:	[999	lı	nput SOC:		
Selected	Codes												
Census <u>I</u> n	ndustry:		In	sufficient Info		N <u>A</u> ICS:					\checkmark		
Census <u>O</u>	ccupatio	990	In	sufficient Info	1	<u>s</u> oc:	00-99	900 - Insu	ufficient Informatio	n - NIOSH			
Informat	ion abou	t Industry and Occupatio	n Selections	;									
				Title					Census Code	e	NAICS/SOC	BLS	
Ind													
Occ li	nsufficie	nt Information							<u>990</u>		00-9900		
Suggeste	d Candi	dates (Ind 0/Occ 1)	Alphabe	etic Indexes									
Crosswal	lk Occup	ation Candidates											
	Input						Target						
	Census		Census	Input		SOC	Census	;		Census	Target		SOC
	Code	Census Title	Year	SOC	SOC Title	Year	Code	(Census Title	Year	SOC	SOC Title	Year
Select	<u>999</u>	Insufficient Information	1990				<u>990</u>	Insuffici	ient Information	2000	00-9900 NIOS	ficient Information - SH	2000

The input industry title is **Douglas Aircraft**. Using the quick internet search button next to the **Input Industry Title**, you can look up what kind of industry 'Douglas Aircraft' is.



The **Douglas Aircraft Company** was an American <u>aerospace manufacturer</u> based in <u>Southern California</u>. (<u>https://en.wikipedia.org/wiki/Douglas Aircraft Company</u>)

With this information the industry alphabetic index could be used to search for codes for the aircraft or aerospace manufacturing industry.

Click the <u>Select</u> link next to the industry title which is most appropriate for the input text.

The results will be shown in the Selected Codes section of the screen.



Suggested Candidates (Ind 0/O	cc 1)	Alphabe	tic Index	es		
Beginning: 🖌 AIRCRAFT	-		Find	Next	Prev 1-2	4/61
Title	Ind Code	Restriction			Restriction	NAICS
Select Arboat Rides	<u>628</u>					<u>487210</u>
<u>Select</u> Aircraft (Mfg.)	<u>358</u>					<u>336411</u>
<u>Select</u> Aircraft (Ret.)	<u>468</u>					441229
Select Aircraft (Whsl.)	<u>427</u>					421860
Aircraft Accessories Select (Ret.)	<u>468</u>					441229
Aircraft Accessories Select (Whsl.)	<u>427</u>					421860
Select Aircraft Actuators (Mfg.)	319					<u>333924</u>
Select Aircraft Ailerons (Mfg.)	<u>358</u>					336413
Select Aircraft Air Scoops (Mfg.)	<u>358</u>					<u>336413</u>

Input Industry Title:	٩	DOUGLAS AIRCRAFT	Input Census Ind (Code:	227	Input NAICS:	
Input Occupation Title:	۵ 🚳		Input Census Occ	Code:	999	Input SOC:	
Selected Codes							
Census Industry:	358	Insufficient Info	NAICS:	336411 · Air	craft Manufacturing	\checkmark	
Census Occupation:	990	Insufficient Info	<u>S</u> OC:	00-9900 - Ins	sufficient Information - I	NIOSH 🗸	
Information about Industry	and Occupation	on Selections					
		Title			Census Code	NAICS/SOC	BLS
Ind Aircraft and Parts M	lanufacturing				358	336411	
Occ Insufficient Informa	tion				<u>990</u>	00-9900	

Directly Entering Codes

You can <u>only</u> directly enter codes in the Census Industry or Census Occupation boxes of the Select Codes section of the screen. You can NOT directly enter NAICS or SOC codes.

When Census codes are entered directly, NIOCCS will help by displaying codes and titles in a drop down list as you type. You can click the code/title in the drop down if desired instead of completing the typing of the code. See example below.

Input Ind	ustry Tit	le: Q 🖻	PETROL	EUM		Input Census I	nd Code	042		Input NA	ICS:	
Input Occ	cupation	Title: 🔍 ल ल	PIPEFITT	ER		Input Census	Occ Code	ode: 585 Input SOC:			C:	
Selected	Codes											
Census <u>I</u> r	Census Industry: 03 × Insufficient Info			NAICS			\checkmark					
Census <u>C</u>	sus Qccupation: 007-01 and Gas Extraction Insufficient Info SOC: 47-2150 - Pipelayers, Plumbers, Pipefitters, and Stear ✓						ear					
Informat	ion abo	ut Industry a - 039-Metal Ore M	ining tion	15								
				Tit	le			Census Co	de	NAICS	S/SOC BLS	;
Ind												
Occ F	Pipelaye	rs, Plumbers, Pipefitters, an	nd Steamfit	ters				<u>644</u>		<u>47-2</u>	2150	
Suggeste	ed Candi	dates (Ind 3/Occ 1)	Alphat	petic Indexe	3							
Crosswa	ik Indus	try Candidates										
	Input						Target					
	Census		Census	Input		NAICS	Census	s	Census	Target		NAICS
	Code	Census Title	Year	NAICS	NAICS Title	Year	Code	Census Title	Year	NAICS	NAICS Title	Year
Select	<u>042</u>	Oil and Gas Extraction	1990				<u>037</u>	Oil and Gas Extraction	2000	<u>211</u>	Oil and Gas Extraction	1997
Select	<u>042</u>	Oil and Gas Extraction	1990				<u>048</u>	Not Specified Type of Mining	2000	Part of 2:	Not Specified Type of Mining	1997
Select	<u>042</u>	Oil and Gas Extraction	1990				<u>049</u>	Support Activities For Mining	2000	<u>213</u>	Support Activities for Mining	1997

Using the direct entry method, the NAICS and/or SOC codes are automatically provided in the NAICS and SOC fields.

If detailed NAICS and SOC codes are important to your coding effort, you should view the code hierarchies by clicking the drop down arrow in each of these fields.

For example, after directly entering the code '037' in the Census Industry box for the industry of 'Petroleum', the NAICS code' 21111 – Oil and Gas Extraction' is provided automatically. However, by examining the NAICS codes using the drop down, the more detailed NAICS code of '211111 – Crude Petroleum and Natural Gas Extraction' may be more accurate for this industry.

Input Industry Title:	٩	Q		Input Census Ind Code:		Input NAICS:	
Input Occupation Title:	Q 🔤	PIPEFITTER	Input Census Occ	Input Census Occ Code:		Input SOC:	
Selected Codes				21111_01	and Gas Extraction		1
Census <u>I</u> ndustry:	037 Insufficient Info		N <u>A</u> ICS:	211111 - Crude Petroleum and Natural Gas Extraction 211112 - Natural Gas Liquid Extraction			
Census Occupation:	644	<u>S</u> OC:	47-2150 - Pi	pelayers, Plumbers, I	Pipefitters, and Stear		

6.2.5 Viewing All Records

The **View All** feature of the Computer Assisted Crosswalk coding screen will display the records of the file in a table (or spreadsheet) format.

The **View All** feature is helpful for:

- 1. Viewing records together instead of one at a time
- 2. Sorting the records by various data fields
- 3. Coding more than one record at a time
- 4. Quality control review

Click the View All button at the top of the Computer Assisted Crosswalk coding screen.

Computer Assisted Crosswalk											1
File:	Record ID: Scheme:					F	ilter Reco	ords by:			
Example_Input_File_Crosswalk_Census1990_2000.tx	t 2263962 Census 199	0 Census 2000	/NAICS 1	997/SOC	2000	Uncoded	~	Filte	er [<u>V</u> iew A	II Close File
	<u>F</u> irst	<u>P</u> rev	Ne	ext	Last	Reco	rd 3 of 1	1			
				Ļ							
View All Crosswalk Records											
	Click one of the Record I	D values to retu	rn to the C	omputer-/	Assisted	coding scree	n.				
File:		Scheme:				Filte	r Records	by:	_		
Example_Input_File_Crosswalk_Census1990_2000.	ixt	Census 1990 1997/SOC 20	Census 200 100	00/NAICS		Uncoded	~	Filter	Refi	resh List	Close File
Selected Codes											
Census Industry: Leave it blank if no change		Census <u>O</u> co	cupation:	Leave it	blank if n	o change				Sav	e to Checked
NAICS:	\checkmark	<u>S</u> OC:							~	To	tal Checked:
											U
« « 1 » » Records Per Page: 30 💟 Ind	title 🔽 beginning with:				F	Find Sort:	Order in	n Origii 🗸	A to Z	(Asceni 🗸	11 records
RecordID Industry Title	Occupation Title	Input Ind Code				Ind Autocoded?			Input		Occ
- 317144 LUMBER	LABORER	231	ind Code	INAICO	INAICO	Autocoueu:	889	CCC COUE	300	300	Autocoueu:
	EADORER	201					999	990		00-9900	Y
2263962 PETROLEUM	PIPEFITTER	042					585	644		47-2150	Y
2873324 Natural Gas	GEOLOGIST	042					075	174		19-2040	Y
					8111						
□ <u>3167826</u> AUTOMOTIVE	INSPECTOR	<u>751</u>	<u>877</u>		exc.	Y	<u>036</u>				
					811192						
<u>3169215</u> OFFICE WORKER	OFFICE WORKER	<u>990</u>	<u>999</u>		009990	Y	<u>379</u>				
□ <u>3169810</u> HEALTH CARE	PSYCHIATRIST	<u>812</u>					<u>084</u>	306		<u>29-1060</u>	Y
□ <u>3170351</u> AGRICULTURE BUSINESS	SUPPLY CLERK-FOSTER FARMS	100	<u>118</u>		<u>3116</u>	Y	365				
<u>3171023</u> COUR REPORTING AGENCY	ACCOUNT EXECUTIVE	<u>741</u>					<u>259</u>	<u>485</u>		<u>41-4010</u>	Y
□ <u>3172448</u> COMPUTER	MANAGER	<u>990</u>	999		009990	Y	022				
□ <u>3255447</u> OIL	GEOLOGIST	<u>042</u>					<u>075</u>	<u>174</u>		<u>19-2040</u>	Y
« < 1 > »											

Filtering Records to be Viewed

Click the drop down arrow in the **Filter Records by** option to select the type of records you want to view.

File:	Scheme:	Filter Records by:	
N3_Test_2002_to_2007_NAICS.txt	Target Census 2010/NAICS 2007/SOC 2010	Uncoded Filter	Refresh List Close File
Selected Codes		Autocoded	

Filter Records Options	Description
Uncoded	Records where one or both codes are blank. (Default)
<u>Comp-Assist</u>	Records where both I&O have codes but one or both were manually coded.
Autocoded	Records where both I&O have been autocoded.
All	All records

Viewing Options

By default, the **View All** screen displays 30 records at a time. To change this, click the **Records Per Page** drop down and select the number of records to view on the screen at one time.



Sorting Options

Records in the data file can be sorted in various ways by selecting options in the **Sort** drop down list.

This feature is used often to code several records at one time and for Quality Control purposes.



Search Options

You can search for records with specific text in either the Census industry or Census occupation titles by using the search options then clicking the **Find** button.

æc	1 › »	Records F	Der Page: 30 💟 Ind tit	le 🗹 beginning with: 💽	support		Find Sort:	Order in Origin	A to Z (Ascent	4 records
		RecordID	Industry Title	Occupation Title	Input Ind Code Ind	Output Input nd Code NAICS	Output Ind NAICS Autocode	Input Output d? Occ Code Occ Code	Input Output SOC SOC	Occ Autocoded?
		<u>92</u>	SUPPORT ACTIVITIES FOR OIL AND GAS OPERATIONS			<u>213112</u>		<u>9900</u>	009900	Y
		<u>93</u>	SUPPORT ACTIVITIES FOR COAL MINING			<u>213113</u>		<u>9900</u>	009900	Y
		<u>94</u>	SUPPORT ACTIVITIES FOR METAL MINING			<u>213114</u>		<u>9900</u>	009900	Y
		<u>95</u>	SUPPORT ACTIVITIES FOR NONMETALLIC MINERALS (EXCEPT FUELS)			213115		<u>9900</u>	009900	Y
«	(1)×									

Coding more than one Record at a Time

In the example below, the file is filtered by showing ALL records in the file and has been sorted by Census Input Industry Code. As can be seen, there are 3 records with the input industry code of 042 but only one of them has been manually coded so far.

View All Crosswalk Records										
	Click one of the Record II	D values to retur	rn to the Computer	-Assisted (codingscree	n.				
File-		Scheme-	Scheme:							
		0 4000 /					57.			
Example_Input_File_Crosswalk_Census1990_2000.	txt	Census 1990 (Lensus 2000/NAIC	.s (L	All) 🛛 🗋	Filter	Refre	esh List	Close File
		1997/SOC 20	00		\smile					
Selected Codes										
Census Industry: Leave it blank if no change		Census <u>O</u> cc	upation: Leave i	it blank if n	no change				Save	e to Checked
									Tota	al Checked:
N <u>A</u> ICS:	•	SOC:								0
((1)) Records Per Page: 30 V Ind	title V beginning with:									
witre nooduare rage		•			Find Sort	mpuum	a coac +	JAIUZI	ASCEIR	21 records
					Find Sort	mput m	d code	ALOZ	Asceni	21 records
·····		Innut	Output Input	Output	Find Sort	Input	Output	Innut	Output	21 records
RecordID IndustryTitle	Occupation Title	Input Ind Code	Output Input		Ind Sort			Input	Output	Occ
		Input Ind Code	Output Input Ind Code NAICS	Output NAICS	Ind Autocoded	Input POcc Code	Output Occ Code	Input SOC	Output SOC A	Occ Autocoded?
	Occupation Title RANCHER	Input Ind Code	Output Input Ind Code NAICS	Output NAICS	Ind Autocoded	Input POcc Code 473	Output Occ Code	Input SOC	Output SOC A 11-9012	Occ V V
RecordID Industry Title 406457 AVOCADO FARMER 2712435 FARMING & MINING	Occupation Title RANCHER	Input Ind Code 010 010	Output Input Ind Code NAICS 017 017	Output NAICS	Ind Autocoded	Input 2 Occ Code 473 299	Output Occ Code 021 990	Input SOC	Output SOC A 11-9012 00-9900	Occ Vutocoded? Y Y
RecordID Industry Title 406457 AVOCADO FARMER 2712435 FARMING & MINING 184623 AGRICULTURE	Occupation Title RANCHER DAIRY FARMER	Input Ind Code 010 010 011	Output Input Ind Code NAICS 017 017 018	Output NAICS 111 111 112	Ind Autocoded Y Y Y	Input 2 Occ Code 473 999 473	Output cOcc Code 021 990 021	Input SOC	Output SOC A 11-9012 00-9900 11-9012	21 records Occ Autocoded? Y Y Y Y Y Y
RecordID Industry Title 406457 AVOCADO FARMER 2712435 FARMING & MINING 184623 AGRICULTURE 2873324 Natural Gas	Occupation Title RANCHER DAIRY FARMER GEOLOGIST	Input Ind Code 010 011 011 042	Output Input Ind Code NAICS 017 017 018 018	Output NAICS 111 111 112	Ind Autocoded Y Y Y	Input 2 Occ Code 473 929 473 075	Output cOcc Code 021 990 021 174	Input SOC	Output SOC A 11-9012 00-9900 11-9012 19-2040	21 records Occ Autocoded? Y Y Y Y Y Y Y Y
RecordID Industry Title 406457 AVOCADO FARMER 2712435 FARMING & MINING 184623 AGRICULTURE 2873324 Natural Gas 3255447 OIL	Occupation Title RANCHER DAIRY FARMER GEOLOGIST GEOLOGIST	Input Ind Code 010 010 011 042 042	Output Input Ind Code NAICS 017 017 018	Output NAICS 111 111 112	Ind Autocoded	Input POcc Code 473 999 473 075 075	Output Coc Code 021 990 021 174 174	Input SOC	Output SOC A 11-9012 00-9900 11-9012 19-2040 19-2040	21 records Occ Autocoded? Y Y Y Y Y Y Y Y Y Y Y Y
RecordID Industry Title 406457 AVOCADO FARMER 2712435 FARMING & MINING 184623 AGRICULTURE 2873324 Natural Gas 3255447 OIL 2263962 PETROLEUM	Occupation Title RANCHER DAIRY FARMER GEOLOGIST GEOLOGIST PIPEFITTER	Input Ind Code 010 011 042 042 042	Output Input Ind Code NAICS 017 017 018	Output NAICS 111 111 112 21111	Ind Autocoded	Input POCC Code 473 999 473 075 075 585	Output COCC Code 021 920 021 174 174 644		Output SOC A 11-9012 00-9900 11-9012 19-2040 19-2040 47-2150	21 records Occ Mutocoded? Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y
RecordID Industry Title 406457 AVOCADO FARMER 2712435 FARMING & MINING 184623 AGRICULTURE 2873324 Natural Gas 3255447 OIL 2263962 PETROLEUM 304111 BUILDING CONSTRUCTION	Occupation Title RANCHER DAIRY FARMER GEOLOGIST GEOLOGIST PIPEFITTER CONTRACTOR	Input Ind Code 010 011 042 042 042 042 042	Output Input Ind Code NAICS 017	Output NAICS 111 111 112 21111 23	Ind Autocodeds Y Y Y N Y	Input 20cc Code 473 222 473 075 585 558	Output Occ Code 021 920 021 174 174 644 620		Output SOC A 11-9012 00-9900 11-9012 19-2040 47-2150 47-1011	21 records Occ Autocoded? Y
RecordID Industry Title 406457 AVOCADO FARMER 2712435 FARMING & MINING 184623 AGRICULTURE 2873324 Natural Gas 3255447 OIL 2263962 PETROLEUM 304111 BUILDING CONSTRUCTION 356668 BUILDING	Occupation Title RANCHER DAIRY FARMER GEOLOGIST GEOLOGIST PIPEFITTER CONTRACTOR CONTRACTOR	Input Ind Code 010 011 042 042 042 042 042 042 042 042	Output Input Ind Code NAICS 017	Output NAICS 111 111 112 211111 23 23	Ind Autocoded: Y Y Y Y N Y Y	Input POCC Code 473 929 473 075 075 585 558 558	Output :Occ Code 021 220 021 174 644 620	Input SOC	Output SOC A 11-9012 00-9900 11-9012 19-2040 19-2040 47-2150 47-1011 47-1011 47-1011	21 records Occ Autocoded? Y

Knowing that the Census 1990 industry code of **042** crosswalks to the Census 2000 industry code of **037** for the Oil and Gas industry, the output industry codes could be crosswalked at the same time by doing the following:

- 1. Click the checkboxes next to the records that you want to crosswalk.
- 2. Enter the Census 2000 industry code in the **Census Industry** box (note the NAICS code will be automatically provided).
- 3. Click the **Save to Checked** button.

See example below.

Selected Codes	007											
Census <u>I</u> ndustry:	037 -		Census <u>O</u> c	cupation:	Leaver	t blank if n	o change				Sav	e to Checked
NAICS:	21111 - Oil and Gas Extraction	· ·	SOC:							~	Tot	al Checked:
												2
«‹1›» Rec	cords Per Page: 30 🔽 🛛 Inc	title 🔽 beginning with:				F	ind Sort:	Input Ir	nd code 🗸	A to Z	(Ascent	21 records
	Inductory Title	Occupation Title	Input	Output	Input	Output	Ind	Input	Output	Input	Output	Occ
	industry mile	occupation file	Ind Cod	e Ind Code	NAICS	NAICS	Autocoded?	Occ Cod	e Occ Code	SOC	SOC	Autocoded?
<u>406457</u>	AVOCADO FARMER	RANCHER	<u>010</u>	<u>017</u>		<u>111</u>	Y	<u>473</u>	<u>021</u>		<u>11-9012</u>	Y
2712435	FARMING & MINING		010	017		111	Y	<u>999</u>	<u>990</u>		00-9900	Y
184623	AGRICULTURE	DAIRY FARMER	<u>011</u>	<u>018</u>		<u>112</u>	Y	<u>473</u>	<u>021</u>		<u>11-9012</u>	Y
2873324	Natural Gas	GEOLOGIST	<u>042</u>					075	<u>174</u>		<u>19-2040</u>	Y
3255447	OIL	GEOLOGIST	<u>042</u>					<u>075</u>	<u>174</u>		<u>19-2040</u>	Y
2263962	PETROLEUM	PIPEFITTER	<u>042</u>	037		<u>21111</u>	N	<u>585</u>	<u>644</u>		47-2150	Y
<u> </u>	BUILDING CONSTRUCTION	CONTRACTOR	<u>060</u>	077		23	Y	<u>558</u>	<u>620</u>		47-1011	Y
356668	RUILDING	CONTRACTOR	060	077		23	V	558	620		47-1011	×
Salastad Cadas			•									
Census Industry:	Leave it blank if no change		Census <u>O</u> ce	cupation:	Leave it	blank if no	change				Save	to Checked
											Tota	l Checked:
N <u>A</u> ICS:		~	<u>S</u> OC:							\checkmark		2
«‹1›» Reco	ords Per Page: 30 🔽 Ind	title 🔽 beginning with:	~			Fi	ind Sort:	Input In	d code 🗸	A to Z	(Ascen: 🗸	21 records
			Input	Output	Input	Output	Ind	Input	Output	Input	Output	Occ
RecordID	Industry Title	Occupation Title	Ind Code	Ind Code	NAICS	NAICS A	Autocoded?	Occ Code	Occ Code	SOC	SOC A	utocoded?
<u>406457</u>	AVOCADO FARMER	RANCHER	<u>010</u>	<u>017</u>		<u>111</u>	Y	<u>473</u>	<u>021</u>		<u>11-9012</u>	Y
2712435	FARMING & MINING		010	017		111	Y	999	990		00-9900	Y
<u>184623</u>	AGRICULTURE	DAIRY FARMER	<u>011</u>	<u>018</u>		<u>112</u>	Y	<u>473</u>	021		<u>11-9012</u>	Y
<u>2873324</u>	Natural Gas	GEOLOGIST	042	037	(21111	N	075	<u>174</u>		<u>19-2040</u>	Y
<u>3255447</u>	OIL	GEOLOGIST	<u>042</u>	037		21111	N	<u>075</u>	<u>174</u>		<u>19-2040</u>	Y
<u>2263962</u>	PETROLEUM	PIPEFITTER	042	037		21111	Ν	<u>585</u>	<u>644</u>		47-2150	
304111	BUILDING CONSTRUCTION											Y
	BUILDING CONSTRUCTION	CONTRACTOR	060	077		23	Y	<u>558</u>	<u>620</u>		47-1011	Y

To return to the Computer Assisted Crosswalk Coding screen (one record at a time coding), click on one of the Record ID values and you will be returned to that record.

	Industry Title	Occupation Title	Input	Output	Input	Output	Ind	Input	Output	Input	Output	Occ
Kecoruit		Occupation The	Ind Code	Ind Code	NAICS	NAICS A	utocoded?	Occ Code	Occ Code	SOC	SOC	Autocoded?
<u>40645</u> 7	AVOCADO FARMER	RANCHER	<u>010</u>	<u>017</u>		<u>111</u>	Y	<u>473</u>	<u>021</u>		<u>11-9012</u>	Y
2712435	FARMING & MINING		010	<u>017</u>		111	Y	<u>999</u>	<u>990</u>		00-9900	Y
<u>184623</u>	AGRICULTURE	DAIRY FARMER	<u>011</u>	018		<u>112</u>	Y	<u>473</u>	<u>021</u>		<u>11-9012</u>	Y

Quality Control

It is up to the user to verify the quality of the coded results of their files. NIOCCS provides the **View All** feature of the computer assisted screen to support users in verifying the coded results.

Sorting the file by various fields or combination of fields after all coding is completed, can identify errors in coding of similar industries or occupations.

7 DOWNLOADING

A file can be downloaded at any time. You can download a copy of the input file submitted or download the coded output file created by NIOCCS.

To download a coded file, click the **Output** link in the row of the file you want to download.

Nioces			P th	romoting arough sat	produc fety an	tive workplace d health resea	es Irch	los	H
<u>CDC</u> > <u>NIOSH</u> > <u>NIOCCS Home Page</u> <u>Code a File</u> Select a file: Select Coding Options: Ind & Occ: v	Census 2010 🔍	Submit	Browse File	Format				Ref	resh
Type File Name	Coding Uploaded Scheme	Days Until Expiration	Status	Total Records C	Ind Coded C	Occ % Auto- coded coded	Download	Actions	
I&O IO_Coding_Example2.txt	Census 2010 3:50:49 PM	57	Ready for Comp-Assist 0:19:33	59	54	55 80.51%	Input Output	Co .p-Assist	Go
I&O Example1_Input_File_I&O.txt	7/26/2017 Census 2010 3:23:33 PM	31	Ready for Comp-Assist 0:00:09	13	13	13 88.46%	Input Output	Comp-Assist	Go
CW Example2_crosswalk file.txt Census 2010 1:55:13 PM			Upload Error	0	0	0 0.00%	Input Error	Delete	Go

You may get the following message. Click either Open or Save depending on what you want to do.

00.50

Do you want to open or save Output.csv from wwwnd.cdc.gov?	Open	Save	-	Cancel	×

The Output file from NIOCCS will be in Comma Separated Values (CSV) file format which can be easily viewed in Microsoft Excel and other software products.

I&O Coded Output Files

Coded output files will contain all the fields that were in the input file **<u>plus</u>** the following additional fields:

Fields in the I&O Coded Output File	Description
File Name	Name of the original file uploaded.
Target Scheme	The Census I&O Classification scheme chosen when the file was autocoded.
Census Year	The Census coding scheme year.
Census Ind Code	The Census industry code selected for the input industry title.
Census Ind Title	The Census industry title for the Ind Code
Ind Auto-coded?	Flag indicating how the industry code was selected:
	Y = The code was selected by the NIOCCS coding engine (autocoded)
	N = The code was selected manually using the computer assisted coding
	module
	Blank = No code was assigned, that is, the industry was not autocoded nor
	was it manually coded.
Census Occ Code	The Census occupation code selected for the input occupation title.
Census Occ Title	The Census occupation title for the Occ Code
Occ Auto-coded?	Flag indicating how the occupation code was selected:
	Y = The code was selected by the NIOCCS coding engine (autocoded)
	N = The code was selected manually using the computer assisted coding
	module
	Blank = No code was assigned, that is, the occupation was not autocoded nor
	was it manually coded.
NAICS Code	The NAICS code associated with the industry code will be included if this
	option was chosen in the download process.
NAICS Title	The NAICS industry title associated with the NAICS code.
NAICS Year	The NAICS coding scheme year.
SOC Code	The SOC code associated with the occupation code will be included if this
	option was chosen in the download process.
SOC Title	The SOC title associated with the SOC code.
SOC Year	The SOC coding scheme year
Suggest Review	Flag indicating NIOCCS's recommendation to review the autocoded record for
	accuracy.
	Y = Flagged for Suggested Review
	N = Not flagged for Suggested Review
Suggest Review	Provides the reason that a record was flagged for review. Reasons include:
Reason	Complex Input" and/or "Autocoded Insufficient Info".
Ind Score	Match score NIOCCS produced for the selected Capsus inductry code
	Match score NIOCCS produced for the selected Census industry code.
Ucc Score	I Match score NIOCUS produced for the selected Census occupation code.

Crosswalk Coded Output Files

Output files from crosswalk coding will contain all the fields that were in the input file **<u>plus</u>** the following additional fields:

Fields in the	Description
Crosswalk Output	
File	
File Name	Name of the original file uploaded.
Target Scheme	The Census I&O classification scheme chosen for the target (output) industry
	and occupation codes.
Output Census Year	Target Census coding scheme
Output Ind Code	Crosswalked Census industry code
Output Ind Title	Census standard industry title associated with the output industry Census
	code.
	Flag indicating how the industry code was selected:
Ind Auto-coded?	Y = The code was crosswalked automatically by NIOCCS.
	N = The code was crosswalked manually using the computer assisted coding
	module
	Blank = No code was assigned, that is, the industry was not automatically
	crosswalked nor was it manually crosswalked.
Output Occ Code	Crosswalked Census occupation code
Output Occ Title	Census standard occupation title associated with the output occupation
	Census code.
Occ Auto-coded?	Flag indicating how the occupation code was selected:
	Y = The code was crosswalked automatically by NIOCCS.
	N = The code was crosswalked manually using the computer assisted coding
	module
	Blank = No code was assigned, that is, the occupation was not automatically
	crosswalked nor was it manually crosswalked.
Output NAICS code	Crosswalked NAICS industry code
Output NAICS year	Target NAICS coding scheme
Output NAICS title	NAICS standard title associated with the output NAICS code.
Output SOC code	Crosswalked SOC occupation code
Output SOC year	Target SOC coding scheme
Output SOC title	SOC standard title associated with the output SOC code

8 FILE MANAGEMENT

The NIOCCS system will maintain a history of all files uploaded and coded, however, limitations exist for how long files will be stored. Each file has an expiration date. This date lets the user know when a file will be automatically removed (deleted) by the system. It is the responsibility of the user to pay attention to these expiration dates and manage their files accordingly.

8.1 File Retention and Removal

Files are retained for 60 days from the day they were submitted, after which they will be removed automatically. You will know how many days are left for a file before expiration from the **Code a File** screen, as shown below.

Code a File								
Select a file:								
			Browse E	ile Format				Refresh
Select Coding Options:								
Ind & Occ: Census 2010	Submit							
		\frown						
		/						
Type File Name	Coding	Days Until	Statue	Total In	nd	Occ % Auto-	Download	Actions
	Scheme	Expiration	F	Records Co	ded C	Coded coded	Download	Actions
I&O_N3_IO_Coding1_tyt	11/28/2017 Census 2010	58	Ready for Comp-	16	15	1/1 8/1 38%	Input	Comp-Assist
NG_NG_IO_COUNTERN	2:49:23 PM	50	Assist	10	15	14 04.30%	Output	
ISO Example? LO coding file tyt	11/28/2017	50	Ready for Comp-	40	40	11 01 60%	Input	Comp-Assist
aco Examplez_1_0 coding me.txt	2:15:42 PM	50	Assist	47	42	41 04.07%	Output	
160 gue ess entre test test	11/7/2017	27	Ready for Comp-	50	20	20 60 10%	Input	Comp-Assist
INO SUE_OCC_ONIY_LEST.TXT	4:08:26 PM	37	Assist	20	37	37 00.10%	Output	
ISO CHA data Ora anhutut	11/7/2017	27	Ready for Comp-	6740 26	516	2550 27 50%	Input	Comp-Assist
INC CHA data_Occ_only.txt	4:02:51 PM	\ "/	Assist	0740 23	010	2000 07.09%	Output	

If a file is automatically deleted by NIOCCS because it reached its expiration date, you can either submit the file again or contact NIOCCS support at <u>NIOCCS@cdc.gov</u>. There is no guarantee that the file will be retrievable but NIOCCS system administrators will attempt to recover the file.

You can delete files by clicking the drop down arrow in the **Actions** box for the file to be deleted. Select **Delete** then click the **Go** button as shown below.

Type File Name	Coding Uploaded Scheme	Days Until Expiration	Status	Total Records (Ind Coded (Occ % Auto- Coded coded	Download Actions	/	1
I&O N3_IO_Coding1.txt	Census 2010 2:49:23 PM	58	Ready for Comp- Assist	16	15	14 84.38%	Output Output Delete		0
	44/00/0047								

A confirmation to delete message will appear after clicking the **Go** button. Click **OK** to delete the file or **Cancel** to cancel the deletion.



8.2 File History

You can view a history of files submitted to NIOCCS by clicking on the number of **Historical** files from the NIOCCS home page. **NOTE: You must be logged in to see the Summary of Your Files.**

NIOSH Industry and Occupation Computerized Coding System (NIOCCS)					
NIOCCS Home Page Log Off (snowlin@cdc.gov)	Nioccs	Promoting pro through safety	oductive workplaces /)SH °	
Census Alpha Index Lookup	CDC > NIOSH > NIOCCS Home Page				
Code a File Code a Single Record -	Welcome to NIOCCS				
I & O Coding	Summary of Your Files	Active	Historical: 20		
Crosswalk Coding	,	I & O Files: <u>17</u>			
My Profile		Crosswalk Files: 3			
Help +					
	News / Updates Notice NIOCCS Version 3.0 is implemented			^	



CDC > NIOSH > NIOCCS Home Pare				Promoting pro through safety	ductive work and health r	places /	IOSH [®]
File History							
O Show All Show I&O Files Only Show Crosswalk F	Files Only						
« < 1 > » Records Per Page: 100							
File Name	<u>NIOCCS</u> <u>Version</u>	<u>File</u> <u>Type</u>	<u>Census</u> <u>Coding</u> <u>Scheme</u>	<u>Total</u> #Records	<u># Ind</u> Coded	# Occ Coded	Date Autocoded
Example_Input_File_I&O.txt	N2	ю	2002	13	8	7	05/24/2017
Example1_Input_File_I&O.txt	N2	ю	2002	13	8	7	11/23/2016
Example2_crosswalk file.txt	N2	CW	2000	40	33	32	07/12/2016
Example2_crosswalk file.txt	N2	CW	2000	40	34	34	06/21/2016

The file history is informational only; the files themselves are not directly accessible from this screen.

You can filter the files that appear on the **File History** screen by clicking on one of the radio button selections to show only I&O coded files, only crosswalk files, or all files.

Show All
 Show I/O Files Only
 Show Crosswalk Files Only
 Show Crosswalk Files Only
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You can also sort the list by clicking on any of the column headings.

9 HELP AND USER SUPPORT

9.1 NIOCCS User Manual

The NIOCCS User Manual provides detailed operating procedures of the system. To access the NIOCCS User Manual and other related I&O coding documentation, expand the **Help** menu item from the **NIOCCS** main menu on the **Home Page** then click on the **NIOCCS User Documentation** option.

This option will bring you to the NIOSH Industry and Occupation Coding website where you will find the NIOCCS User Manual and other guides related to industry and occupation coding including I&O classifications and crosswalk tables.

The NIOCCS User Manual is the first link on this website.



Log Off (sxn1@cdc.gov) Census Alpha Index Lookup
Census Alpha Index Lookup
Codo o Filo
Code a File
Code a Single Record -
I & O Coding
Crosswalk Coding
My Profile
Help –
NIOCCS User Documentation
NIOCCS Overview
FAQ
Contact Us
About NIOCCS



9.2 Contacting NIOSH

To ask questions or provide feedback regarding the system, click **Contact Us** under the **Help** menu option from the NIOCCS main menu.

The **Contact NIOCCS Support Team** screen will appear allowing the user to send a comment or question to NIOSH.

NIOCCS Home Page	Promoting productive workplaces through safety and health research
Register for an Account Census Alpha Index Lookup Code a File	CDC > NIOSH > NIOCCS Home Page Contact NIOCCS Support Team
Code a Single Record - I & O Coding - Crosswalk Coding -	Your Email Address: System Feature: General / non-specific
Help - NIOCCS User Documentation	Comment:
FAQ Contact Us About NIOCCS	CALLE Illinos
	Type the text Privacy & Terms CAPTCHA** Submit

- 1. Enter your email address (will appear automatically if already logged in)
- 2. Select the **System Feature** pertaining to your comment or question.
- 3. Enter your comment or question in the **Comment** box.
- 3. Enter the text in the **Captcha** box (for security reasons)
- 3. Click the **Submit** button.

The information provided will be sent to the NIOCCS Support Team who will respond as soon as possible via email or phone.

9.3 About NIOCCS

To obtain information about NIOCCS version history and links to additional information about the NIOCCS product, click on **About NIOCCS** under the **Help** menu item from the home page.

NIOCCS Home Page
LogOn
Register for an Account
Census Alpha Index Lookup
Code a File
Code a Single Record +
Help –
NIOCCS User Documentation
NIOCCS Overview
FAQ
Contact Us
About NIOCCS

NIOSH Industry and Occupation Computerized Coding System (NIOCCS)					
NIOCCS Home Page	Nioccs		Promoting productive workplaces /		
Register for an Account	<u>CDC</u> > <u>NIOSH</u> > <u>NIOCCS</u>	Home Page			
Census Alpha Index Lookup					
Code a File	Version 3.0				
Code a Single Record -	For the latest product ir	nformation, visit the N	IOSH Industry and Occupation Coding web site at:		
I & O Coding	http://www.cdc.gov/nic	osh/topics/coding/soft	ware.html or Contact the NIOCCS development team by sending an email to: <u>NIOCCS@cdc.gov</u> Close		
Crosswalk Coding					
Help +	NIOCCS Version History				
	Version Date	Version Number	Update Description		
	1-5-2018	3.0	Version 3.0 released to public		
	The material embodied in t warranty of fitness for a pa anyone else for any direct, use, savings or revenue, or any theory of liability, arisir	his software is provided i rticular purpose. In no ex special, incidental, indire the claims of third partie ng out of or in connection	to you "as-is" and without warranty of any kind, express, implied or otherwise, including without limitation, any rent shall the Centers for Disease Control and Prevention (CDC) or the united states (u.S.) government be liable to you or ct or consequential damages of any kind, or any damages whatsoever, including without limitation, loss of profit, loss of s, whether or not CDC or the u.s. government has been advised of the possibility of such loss, however caused and on n with the possession, use or performance of this software.		

APPENDIX A: GLOSSARY

<u>Autocoding</u> – A process by which information (data) is evaluated by computer algorithms and translated automatically into a standard set of codes. No human intervention is required.

BLS – Bureau of Labor Statistics

<u>Captcha</u> - Completely Automated Public Turing Test To Tell Computers and Humans Apart. A CAPTCHA is a program that protects websites against bots by generating and grading tests that humans can pass but current computer programs cannot.

<u>Computer Assisted coding</u> – A process which by computer software supports a person in the translation of information (data) from text format to a standardized set of codes. Requires human intervention and decision making.

<u>Crosswalk</u> – Mapping a code from one I&O classification coding scheme to another I&O classification coding scheme or to a different code within the same I&O coding scheme for a different year.

<u>Download</u> - To receive data to a local system from a remote system.

FAQ – Frequently Asked Questions

Home Page – Main web page of a website of a group, company, organization, or individual.

<u>I&O Coding Scheme</u> – One of several industry and occupation classification systems used to assign standard codes to industry and/or occupation text. Examples include: Census Industry and Occupation Classifications, the North American Industrial Classification System (NAICS), and the Standardized Occupational Classification system (SOC).

<u>Industry Text</u> – The actual word or words entered on employment, health and vital records to describe an individual's place of employment (industry).

<u>NAICS</u> – The North American Industrial Classification System is an industry classification system that groups establishments into industries based on activities in which they are primarily engaged. NAICS is the first classification created for uniform industry codes between the United States, Canada and Mexico.

<u>NIOCCS</u> – National Institute for Occupational Safety and Health Industry and Occupation Computerized Coding System.

NIOSH – National Institute for Occupational Safety and Health

<u>Occupation Text</u> - The actual word or words entered on employment, health and vital records to describe an individual's occupation.

<u>Autocoding Rate</u> – Percentage of the phrases that are assigned an I&O code automatically among the total input phrases submitted for coding.

<u>SOC</u> – The Standardized Occupational Classification system developed by the Bureau of Labor Statistics for classifying all occupations in the economy, including private, public, and military occupations. The SOC system was first introduced in 1977, was updated in 1980 and again in 2000 and 2010.

<u>User Account</u> – Mechanism used to authenticate a user to a system. It provides the opportunity for a user to be authorized to access a system and control access to features of a system.

<u>User Interface</u> - The aggregate of means by which people interact with a system, machine, device, computer program or other complex tool.

<u>Web Application</u> – An application that is accessed with a Web browser over a network such as the internet or intranet.

APPENDIX B: INDUSTRY AND OCCUPATION CLASSIFICATION SYSTEMS OVERVIEW

Industry and Occupation Classification Systems					
Industrial Classification S	lystem	Years Updated			
North American Industry Classification System (NAICS)	Developed jointly by the U.S. Office of Management and Budget, Canada, and Mexico to provide new comparability in statistics about business activity across North America.	1997, 2002, 2007, 2012 Updated every 5 years.			
Census Alphabetical Index of Industries	Developed primarily for use in classifying a respondent's industry (employer's type of business) as reported in the Census, the Current Population Survey, the American Community Survey, and other demographic surveys conducted by the Census.	1980, 1990, 2000, 2002, 2007, 2012 Updated as NAICS is updated.			
Occupational Classificati	on Systems				
Standard Occupational Classification (SOC)	Developed by the Bureau of Labor Statistics for classifying all occupations in the economy, including private, public, and military occupations.	1980, 2000, 2010			
Census Alphabetical Index of Occupations	Developed primarily for use in classifying a respondent's occupation (employee's type of work) as reported in the Census, the Current Population Survey, the American Community Survey, and other demographic surveys conducted by the Census.	1980, 1990, 2000, 2002, 2010 Updated as SOC is updated and continuously through review of census and survey responses.			

GENERAL DESCRIPTION OF THE CENSUS INDUSTRY & OCCUPATION INDEXES

(Reference: http://www.census.gov/hhes/www/ioindex/overview.html)

The Bureau of Census <u>Alphabetical Indexes of Industries and Occupations</u> were developed primarily for use in classifying a respondent's industry (employer's type of business) and occupation (employee's type of work) as reported in the Census 2000, the Current Population Survey, the American Community Survey, and other demographic surveys conducted by the Census Bureau.

The <u>Census 2000 Alphabetical Indexes</u> list over 21,000 industry and 31,000 occupation titles in alphabetical order. They are comprehensive lists of specific industries and occupations developed over time and continuously updated through review of census and survey responses.

Coverage

The basic content of each Census 2000 Index is derived largely from previous editions. However, many new titles were added to each of the industry and occupation listings and some obsolete titles have been deleted. Many of the original occupation titles came from the *Dictionary of Occupational Titles* published by the U.S. Department of Labor, Employment and Training Administration; these were updated during the revision of the Standard Occupational Classification (SOC).

Classification Systems

The purpose of the classification systems used in these indexes is to organize and to make understandable the many thousands of industries and occupations. These systems group titles describing like industries or like occupations into homogeneous categories and assign a code to each category.

Industry Classification

The <u>North American Industry Classification System (NAICS)</u>, prepared by the Office of Management and Budget and published in the *North American Industry Classification System (NAICS) Manual*, is the standard for industrial classification systems in the U.S. government. NAICS groups establishments into industries based on the activities in which they are primarily engaged. The United States, Canada, and Mexico developed the system to provide comparable statistics across the three countries. It is a comprehensive system covering the entire field of economic activities, both productive and nonproductive. There are 20 sectors in the NAICS, and 1,179 detailed industries in the NAICS for the United States. The NAICS/United States is used by the U.S. statistical agencies to facilitate the collection, tabulation, presentation, and analysis of data relating to business establishments. It provides uniformity and comparability in the presentation of statistical data describing the U.S. economy.

The Census Bureau has adapted the NAICS to create the industry categories used in the <u>Census Industrial Classification Index</u>. The census system consists of 265 categories arranged into 20 sectors. The sectors are exactly the same as those found in the NAICS. The census industry codes are distinct numbers from those used as occupation codes. The Census industrial classification system provides a link to the equivalent NAICS code(s) for each census category.

Occupation Classification

The <u>Standard Occupational Classification (SOC)</u> system is the federal government's standard classification system for occupations. It groups occupations according to the nature of the work performed, and relates these occupations to others of a similar nature. There are 23 major groups in the SOC and 821 detailed occupations within those groups. This system provides a mechanism for cross-referencing and
aggregating occupation-related data collected by social and economic statistical reporting programs.

The Census Bureau has adapted the SOC to create the occupation categories used in the <u>Census Occupational Classification Index</u>.

The Census I&O Alphabetical Classification Indexes provide a cross-reference between industries and occupations using NAICS and SOC as the basis for classifying industry and occupation titles



APPENDIX C: AUTHORIZED USE AND RULES OF BEHAVIOR

NIOSH Industry and Occupation Computerized Coding System (NIOCCS)

Rules of Behavior

January 2018

Introduction

The NIOSH Industry and Occupation Computerized Coding System (NIOCCS) is a webbased computer system that translates industry and occupation (I/O) text into standardized I/O codes. It is a tool developed by NIOSH, free of charge to users, which will improve coding uniformity and reduce the high cost of manually coding I/O information from vital records, cancer registries, health care records, and other record systems.

Purpose

These rules of behavior are not to be used in place of existing policy; rather they are intended to enhance and further define the specific rules each user must follow while accessing and using NIOCCS. The rules are consistent with the policy and procedures described in the <u>Department of Health and Human Services (DHHS) Information</u> <u>Security and Privacy Program</u> and specific policy documents. The DHHS Information Security and Privacy program contains computer security guidance on a wide range of topics and describe the Information Technology Security Program that establishes policies, procedures, and responsibilities in the area of computer security within the Department.

Non-compliance

Non-compliance with these rules will be enforced through sanctions appropriate with the level of infraction. Actions may range from a verbal or written warning and/or removal of system access depending on the severity of the violation.

Policy Rules

NIOCCS does not collect personally identifiable information (PII). CDC/NIOSH asks users not to include PII in any data files submitted to NIOCCS for coding.

Users are provided access to NIOCCS for the purpose of facilitating CDC/NIOSH's public health mission. Each user is responsible for helping to prevent unauthorized use of, and access to, system resources. This duty includes complying with all stated policy requirements, taking due care and reasonable precautions when handling system data or using system resources, and in managing and protecting system authentication

controls (passwords, etc.). When in doubt, users are strongly encouraged to contact NIOCCS user support by sending an email to <u>NIOCCS@CDC.gov.</u>

Users shall not attempt to access any data or programs on the NIOCCS system for which they do not have authorization.

Users shall not engage in, encourage, conceal any "hacking" or "cracking," denial of service, unauthorized tampering, or unauthorized attempted use of (or deliberate disruption of) any computer system within the NIOCCS system.

Users shall not purposely engage in any activity with the intent to:

- Degrade the performance of the system
- Deprive an authorized user access to a resource
- Obtain or attempt to obtain extra resources beyond those allocated
- Circumvent security measures in order to gain access to any automated system for which proper authorization has not been granted.

Users will access NIOCCS through a NIOCCS user account and password authentication. Each NIOCCS user will have a unique User Name and password for the system.

A user can only have one logged on session at a time. If a user logs in on one computer then tries to log on again at another workstation without logging out of the previous session, they will be given a choice of canceling the previous session or not continuing with the new log on. This business rule was made to protect a user's data from conflicting access to the same data files which may cause the data to become corrupt.

Each user is responsible for protecting his/her password. Passwords may be shared, *however users are responsible for <u>all</u> actions performed with their account.* Users who believe their password has been compromised in any way should inform NIOSH. Users will supply a password that meets the NIOCCS requirements. (Passwords must be at least eight characters in length and must contain at least one capital letter, one lower case letter, and no spaces. The maximum number of characters in the password is 30.)

NIOCCS will provide a randomly generated password to the user via email when a user account is first set up or when a 'Forgot Password' request is made. Users <u>must</u> change the NIOCCS generated password at next logon.

NIOCCS System Administrators may periodically monitor both the system and user activities for purposes including, but not limited to, troubleshooting, performance

assessment, usage patterns, indications of attack or misuse and the investigation of a complaint or suspected security incident.

NIOCCS System Administrators have access rights to all data and user information within the NIOCCS system.

NIOCCS System Administrators will not share or allow access to data submitted by users to other any person or entity.

NIOCCS System Administrators may review user's computer assisted coded data periodically to analyze the data for possible inclusion into the NIOCCS knowledge base to improve overall efficiency and accuracy of coding. Once analyzed, NIOSH will delete user files from the CDC server if the file has expired or was removed by the user. A record of all file activity by the user is recorded in the system and can be viewed by the user at any time.