

# Guide to Using the Census Alphabetical Index Lookup feature in NIOCCS

## General Description

1. The Census Alphabetical Index of Industries and Occupations lists industry and occupation titles used most often in the economy. The Index contains a comprehensive list of over 21,000 industry and 31,000 occupation titles with appropriate codes. It is updated periodically as new titles are accumulated from continuing surveys
2. The Index is divided into two parts: **Industry** and **Occupation**.

## Alphabetization

The titles listed in the Alphabetical Index are arranged alphabetically following the “word system” used in telephone directories and encyclopedias. In the “word system,” the order of titles is based on the alphabetical order of one word at a time, without regard to the first letter of subsequent words. This is in contrast to the alphabetical letter system used in dictionaries where the first and second words, if any, are treated as one word. The following are selected titles from the Index with the same alphabetized titles using the letter system.

<u>Census Word System Used in Alpha Index</u>	<u>Letter System used in Dictionary</u>
Art dealer (ret.)	Art dealer (ret.)
Art exhibits	Artesian wells (const.)
Art institute	Art exhibits
Artesian wells (const.)	Artichokes, bottled (mfg.)
Artichokes, bottled (mfg.)	Art institute

## Cross Indexing

1. Most titles listed in the Index contain two or more words. In most cases, the multi-word titles are listed in the Index in all possible orders. However, some multi-word titles are listed only once in the index. For example, the title “Frozen dinners, packaged (mfg.)” is not listed again as “Packaged frozen dinners (mfg).” Others are listed once as part of the “run” i.e., a succession of listings beginning with a common word. Below are examples from one of the industry runs:

Advertising, Agency  
Advertising, Billboard  
Advertising, Company  
Advertising, Copy writers of  
Advertising, Curtains (mfg.)

2. If a particular order of words in the index cannot be found, try all combinations of the words or use words that have similar meanings before deciding that the title is not listed.

**List of Abbreviations found in both Industry and Occupation**

Exc	Except
Ext	Extraction industry
GOV	Government
LGOV	Local government
SGOV	state government
FGOV	federal government
Mfg	Manufacturing industry
n.e.c.	Not elsewhere classified
n.s.	Not specified
OBI	Own Business Incorporated
OBNI	Own Business Not Incorporated
PR	Private company
Whsl	Wholesale industry
WP	Working without pay
Ret	Retail industry
Const	Construction industry

**Instruction Lines**

Throughout the Index you will find entries that do not have codes, but give instructions to look elsewhere in the Index for a specific code. These are instruction lines. For example:

Filling Station—See “Service Station”
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Always follow the Instruction line to find a correct title and code.

## Industry Search

1. Industry lookup is by title and shows the industry census code and NAICS (North American Industrial Classification System)
2. There are 8 industry titles usually listed only once in the Alphabetical Index. When searching the Index, the word must be used first, for example *Bicycle Rental* is not found in the Index, it is found by searching, *Rental of Bicycles*.

Auto	Rental of	State
City	Repair of	U.S. (United States)
Electric	Self employed	

3. Self Employed with Occupation

The industry section includes a series of lines for “Self employed, with occ.” To save time in coding, this listing includes two codes. The first code is the industry code and the second is the occupation code. If the self-employed occupation is not listed in this section of the Index, look up the industry and occupation separately.

## Occupation Search

1. Occupation lookup is by title and shows column for occupation code, Industry restrictions\* and SOC (Standard Occupation Classification) code.

An industry restriction determines which occupation title and code would be correct. This is based on first coding the industry and then when looking for an occupation, you consider the industry restriction.

*\* More information about industry restrictions can be found in the Instruction Manual for I&O Coding at the NIOSH Industry and Occupation Coding website. Manuals for using Census 2000 and 2002 are available.*

2. There are 13 occupation titles usually listed only once in the Alphabetical Index. When searching the Index, the word must be used first, for example *Office Manager* is not found in the Index, it is found by searching, *Manager, Office*.

Apprentice	Helper	Repairer	Technician
Assembler	Inspector	Sales	
Assistant	Manager	Supervisor	
Engineer	Mechanic	Teacher	