

SOC Implementation Guide

The SOC Materials You Will Need

Review the SOC resource material provided in Bulletin 34, particularly “Classifying Within the SOC System” and “Assigning SOC Extension Codes”. (Access Action Bulletin No. 34: <http://www.dhrm.state.va.us/compreform/crabs.htm>)

Access the online copy of the SOC Manual and User Guide by following this link to the Bureau of Labor Statistics’ web site: <http://www.bls.gov/soc/home.htm>

Reviewing the Crosswalk List

Have human resource staff responsible for position classification and employee transactions review the draft crosswalk list to ensure that individual agency positions crosswalk correctly.

For classification purposes, the occupational definition for the proposed SOC code should be consistent with a position’s functions.

For example, Administrative and Office Specialist II positions that have 11037 (former Executive Secretary job class) as the current SOC code will crosswalk to the federal SOC code 43-6011 (Executive Secretaries and Administrative Assistants). Is this coding assignment consistent with the EWP’s for these positions?

NOTE: The purpose of the crosswalk is the initial population of the SOC field in PMIS with the federal SOC codes. When making SOC determinations remember that the crosswalk list is intended to assign the maximum number of positions in the former class code to the correct SOC code statewide, for all agencies. For some former job classes there may be several “correct” SOC codes depending upon the distinctions desired by an agency. In these situations, please accept the SOC crosswalk code. You may re-code individual positions after the crosswalk is completed to achieve greater distinction.

For example, former class code 11045, Program Support Technician, crosswalks to SOC code 43-9199, General Administrative Support Workers, All Others. This crosswalk is appropriate. However, you notice that the SOC recognizes numerous distinctions in how administrative/clerical support jobs function. At a later date you may choose to re-code some of these positions as SOC 43-9111, Statistical Assistant, SOC 43-9041, Insurance Claims Clerks, etc., based on how positions function in your agency.

Correcting PMIS Records

If the proposed SOC code is inconsistent with how a position functions, check to see if the current SOC (former class) code is correct. If not, use the PSP160 transaction code to correct PMIS records now so that the position will crosswalk correctly during implementation. (Incorrect information in the SOC field in PMIS will result in an inaccurate crosswalk that will impact the validity of your work force data.)

For example, an Information Technology Specialist I position is erroneously coded in PMIS as 11037, Executive Secretary, because the SOC field was not updated when the position's role title changed. If not corrected, this IT position will crosswalk to the federal SOC code for Executive Secretaries and Administrative Assistants (43-6011).

Contact Bill Baber or Rue White for special batch load instructions if you have a significant number of files in need of correction.

Requesting Changes to Proposed SOC Codes

Use the forms attached to Bulletin 35 to request:

- (1) A change to a proposed SOC code (Such a request applies to the entire former job class.)
- (2) The establishment of an extension code (Such a request allows individual positions to be distinguished within an SOC code.)

For example, you disagree with the recommendation to crosswalk the former Executive Secretary job class (11037) to the SOC's Executive Secretaries and Administrative Assistants class (43-6011) or you think a finer classification distinction, beyond that offered by the SOC is needed via extension code.

NOTE: The SOC was not developed to allow detailed reporting of levels of work (entry, journey, lead, supervisor, consultant, etc.) It also does not distinguish between professionals and their immediate supervisors, while the role structure may or may not make this distinction. Therefore, the same SOC code can appear in more than one role and pay band. Managers and employees should be advised that an SOC designation does not imply that all of the jobs assigned to that code are comparable in terms of classification and pay.

EEO Coding

In addition to the SOC coding, the project team reviewed the EEO code assignments for former job classes. A few corrections are recommended. Please include the EEO codes in your review of the crosswalk list and email Bill Baber or Rue White if you have any questions.

bbaber@dhrm.state.va.us

rcwhite@dhrm.state.va.us