



C O M P R E F O R M

A C T I O N B U L L E T I N

Bulletin No. 32

TO: Agency Human Resource Directors

FROM: Sara Redding Wilson, Director
Department of Human Resource Management

DATE: January 17, 2002

SUBJECT: SOC Coding Team
(Standard Occupational Classification System)

Previous Bulletins have referenced our plan to use the Standard Occupational Classification Codes (SOC's) as the basis for our new sub-structure coding system. The primary purpose of this system is to:

- Replace the class codes, which represent the former class specifications and job structure.
- Improve our data retrieval and reporting capabilities so that human resource and compensation data can be reviewed at the desired level of detail.

The SOC was developed by federal agencies for the purpose of providing a common method of identifying all legitimate, paid work performed in the United States. It is a "universal" job classification system that replaces several systems used in the past. It facilitates linking to external jobs and salary survey data, is considered reliable, and is extendable, which means that "extension codes" can be added so that more distinct occupational differences can be defined if needed. For these reasons, the SOC codes will enable us to meet our reporting needs and will occupationally link the roles within our new job organization structure to a nationally recognized classification system.

The initial SOC coding has been completed. Career Group Descriptions list the primary SOC's associated with each career group. The detailed coding that will facilitate the identification of key occupational sub-specialties is now underway. We are in the process of forming a small team of agency human resource professionals who are interested in assisting us with the assignment and implementation of the final coding. Interested professionals should have considerable classification experience and enjoy detailed, analytical work.

This is a valuable learning opportunity that will benefit an agency as the SOC's are phased-in throughout 2002. Please contact Bill Baber or Rue White for additional information or to join the SOC team.

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