

**Human Capital and Training Solutions Small Business (HCaTS SB)
Attachment J.1, Standardized Labor Categories**

**Labor Categories and the Office of Management and Budget's (OMB) Standard
Occupational Classification (SOC) System**

BACKGROUND:

HCaTS SB labor categories have been mapped to the Office of Management and Budget's (OMB) Standard Occupational Classification (SOC) system for which the Bureau of Labor Statistics (BLS) maintains compensation data. The mapping to the OMB SOC was validated through analysis and examination of the more extensive information for each SOC occupation on the U. S. Department of Labor/Employment and Training Administration (USDOL/ETA) sponsored Occupational Information Network (O*NET) OnLine website. This website is available through a grant to the North Carolina Department of Commerce. Additional information and descriptions on each labor category is available at O*Net Online. Labor categories are further defined as Junior, Journeyman, and Senior based on years of experience, education, and duties/responsibilities as follows:

- **JUNIOR:**

A Junior labor category has up to 3 years experience and a BA/BS degree. A Junior labor category is responsible for assisting more senior positions and/or performing functional duties under the oversight of more senior positions.

- **JOURNEYMAN:**

A Journeyman labor category has 4 to 10 years of experience and a BA/BS or MA/MS degree. A Journeyman labor category typically performs all functional duties independently.

- **SENIOR:**

A Senior labor category has over 10 years of experience and a MA/MS degree. A Senior labor category typically works on high-visibility or mission critical aspects of a given program and performs all functional duties independently. A Senior labor category may oversee the efforts of less senior staff and/or be responsible for the efforts of all staff assigned to a specific job.

- **SUBJECT MATTER EXPERT (SME):**

A Subject Matter Expert is an individual whose qualifications and/or particular expertise are exceptional and/or highly unique. Subject Matter Experts do not have specific experience/education qualifications, but are typically identified as recognized Industry leaders for a given area of expertise. Subject Matter Experts typically perform the following kinds of functions: Initiates, supervises, and/or develops requirements from a project's inception to conclusion for complex to extremely complex programs; Provides strategic advice, technical guidance and expertise to program and project staff; Provides detailed analysis, evaluation and recommendations for improvements, optimization development, and/or maintenance efforts for client-specific or mission critical challenges/issues; Consults with client to define need or problem supervises studies and leads surveys to collect and analyze data to provide advice and recommend solutions.

Contractors may deviate from the definitions above when responding to task order solicitations so long as the deviations are clearly identified in their task order proposal. For example, a Contractor might label an employee as "Senior", but the employee does not have a MA/MS degree. Likewise, a Contractor might label an employee as "Junior" even though the employee has more than 3 years' experience. Deviations shall be clearly identified in proposals submitted in response to task order solicitations.

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INDIVIDUAL LABOR CATEGORIES

The following individual labor categories correspond to a single SOC Number, Title, and Functional Description.

Labor ID #	Arbitrators, Mediators, and Conciliators
1.1	Junior Arbitrators, Mediators, and Conciliators
1.2	Journeyman Arbitrators, Mediators, and Conciliators
1.3	Senior Arbitrators, Mediators, and Conciliators
1.4	SME Arbitrators, Mediators, and Conciliators
SOC No.	SOC Title and Functional Description
23-1022.00	Arbitrators, Mediators, and Conciliators - Facilitate negotiation and conflict resolution through dialogue. Resolve conflicts outside of the court system by mutual consent of parties involved.
Labor ID #	Budget Analyst
2.1	Junior Budget Analysts
2.2	Journeyman Budget Analysts
2.3	Senior Budget Analysts
2.4	SME Budget Analysts
SOC No.	SOC Title and Functional Description
13-2031.00	Budget Analyst - Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyze budgeting and accounting reports.
Labor ID #	Business Operations Specialists, All Other
3.1	Junior Business Operations Specialists, All Other
3.2	Journeyman Business Operations Specialists, All Other
3.3	Senior Business Operations Specialists, All Other
3.4	SME Business Operations Specialists, All Other
SOC No.	SOC Title and Functional Description
13-1199.00	Business Operations Specialist, All Other - Responsible for allocating resources, planning schedules, managing daily operations and training staff. May address organizational sustainability issues, such as waste stream management, and green procurement plans. May develop, maintain, or implement business continuity and disaster recovery strategies and solutions, including risk assessments, business impact analyses, strategy selection, and documentation of business continuity and disaster recovery procedures.

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Labor ID #	Compensation, Benefits, and Job Analysis Specialists
4.1	Junior Compensation, Benefits, and Job Analysis Specialists
4.2	Journeyman Compensation, Benefits, and Job Analysis Specialists
4.3	Senior Compensation, Benefits, and Job Analysis Specialists
4.4	SME Compensation, Benefits, and Job Analysis Specialists
SOC No.	SOC Title and Functional Description
13-1141.00	Compensation, Benefits, and Job Analysis Specialists – Conduct programs of compensation and benefits and job analysis for employer. May specialize in specific areas, such as position classification and pension programs; plan, develop, evaluate, improve, and communicate methods and techniques for selecting, promoting, compensating, evaluating, and training workers.
Labor ID #	Editors
5.1	Junior Editor
5.2	Journeyman Editor
5.3	Senior Editor
5.4	SME Editor
SOC No.	SOC Title and Functional Description
27-3041.00	Editor - Plan, coordinate, or edit content of material for publication. May review proposals and drafts for possible publication. Includes technical editors.
Labor ID #	Financial Managers
6.1	Junior Financial Managers
6.2	Journeyman Financial Managers
6.3	Senior Financial Managers
6.4	SME Financial Managers
SOC No.	SOC Title and Functional Description
11-3031.00	Financial Managers - Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.
Labor ID #	General and Operations Managers
7.1	Junior General and Operations Managers
7.2	Journeyman General and Operations Managers
7.3	Senior General and Operations Managers
7.4	SME General and Operations Managers
SOC No.	SOC Title and Functional Description
11-1021.00	General and Operations Managers - Plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services.

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Labor ID #	Human Resources Managers
8.1	Junior Human Resources Managers
8.2	Journeyman Human Resources Managers
8.3	Senior Human Resources Managers
8.4	SME Human Resources Managers
SOC No.	SOC Title and Functional Description
11-3121.00	Human Resources Managers - Plan, direct, or coordinate human resources activities and staff of an organization.
Labor ID #	Human Resources Specialists
9.1	Junior Human Resources Specialists
9.2	Journeyman Human Resources Specialists
9.3	Senior Human Resources Specialists
9.4	SME Human Resources Specialists
SOC No.	SOC Title and Functional Description
13-1071.00	Human Resources Specialists - Perform activities in the human resource area. Includes employment specialists who screen, recruit, interview, and place workers.
Labor ID #	Industrial-Organizational Psychologist
10.1	Junior Industrial-Organizational Psychologist
10.2	Journeyman Industrial-Organizational Psychologist
10.3	Senior Industrial-Organizational Psychologist
10.4	SME Industrial-Organizational Psychologist
SOC No.	SOC Title and Functional Description
19-3032.00	Industrial-Organization Psychologist – Apply principles of psychology to human resources, administration, management, sales, and marketing problems. Activities may include policy planning, employee testing and selection, training and development, and organizational development and analysis. May work with management to organize the work setting to improve worker productivity. Conduct research studies of work environments, organizational structures, communication systems, group interactions, morale and motivation to assess organizational functioning.
Labor ID #	Labor Relations Specialists
11.1	Junior Labor Relations Specialist
11.2	Journeyman Labor Relations Specialist
11.3	Senior Labor Relations Specialist
11.4	SME Labor Relations Specialist
SOC No.	SOC Title and Functional Description
13-1075.00	Labor Relations Specialists - Advise management on matters related to the administration of contracts or employee discipline or grievance procedures. Call or meet with union, government or other interested parties to discuss labor relations matters. Investigate complaints or arguments to determine viability.

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Labor ID #	Logistics Analysts
12.1	Junior Logistics Analysts
12.2	Journeyman Logistics Analysts
12.3	Senior Logistics Analysts
12.4	SME Logistics Analysts
SOC No.	SOC Title and Functional Description
13-1081.00	Logistics Analysts -Analyze and coordinate the logistical functions of a firm or organization. Responsible for the entire life cycle of a product, including acquisition, distribution, internal allocation, delivery, and final disposal of resources. May analyze product delivery or supply chain processes to identify or recommend changes. May manage route activity including invoicing, electronic bills, and shipment tracing.
Labor ID #	Management Analyst
13.1	Junior Management Analysts
13.2	Journeyman Management Analysts
13.3	Senior Management Analysts
13.4	SME Management Analysts
SOC No.	SOC Title and Functional Description
13-1111.00	Management Analyst - Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants.
Labor ID #	Managers, All Other
14.1	Junior Managers, All Other
14.2	Journeyman Managers, All Other
14.3	Senior Managers, All Other
14.4	SME Managers, All Other
SOC No.	SOC Title and Functional Description
11-9199.00	Managers, All Other - Plan, direct, or coordinate activities of an organization to ensure compliance with regulations and standard operating procedures. Includes Project Managers.
Labor ID #	Market Research Analysts and Marketing Specialists
15.1	Junior Market Research Analysts and Marketing Specialists
15.2	Journeyman Market Research Analysts and Marketing Specialists
15.3	Senior Market Research Analysts and Marketing Specialists
15.4	SME Market Research Analysts and Marketing Specialists
SOC No.	SOC Title and Functional Description
13-1161.00	Market Research Analysts and Marketing Specialists - Research market conditions in local, regional, or national areas, or gather information to determine potential sales of a product or service, or create a marketing campaign. May gather information on competitors, prices, sales, and methods of marketing and distribution.

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Labor ID #	Operations Research Analysts
16.1	Junior Operations Research Analysts
16.2	Journeyman Operations Research Analysts
16.3	Senior Operations Research Analysts
16.4	SME Operations Research Analysts
SOC No.	SOC Title and Functional Description
15-2031.00	Operations Research Analysts - Formulate and apply mathematical modeling and other optimizing methods to develop and interpret information that assists management with decision making, policy formulation, or other managerial functions. May collect and analyze data and develop decision support software, service, or products. May develop and supply optimal time, cost, or logistics networks for program evaluation, review, or implementation.
Labor ID #	Public Relations Specialists
17.1	Junior Public Relations Specialists
17.2	Journeyman Public Relations Specialists
17.3	Senior Public Relations Specialists
17.4	SME Public Relations Specialists
SOC No.	SOC Title and Functional Description
27-3031.00	Public Relations Specialists - Engage in promoting or creating an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media.
Labor ID #	Social Science Research Assistants
18.1	Junior Social Science Research Assistants
18.2	Journeyman Social Science Research Assistants
18.3	Senior Social Science Research Assistants
18.4	SME Social Science Research Assistants
SOC No.	SOC Title and Functional Description
19-4061.00	Social Science Research Assistants - Assist social scientists in laboratory, survey, and other social science research. May help prepare findings for publication and assist in laboratory analysis, quality control, or data management.
Labor ID #	Statisticians
19.1	Junior Statisticians
19.2	Journeyman Statisticians
19.3	Senior Statisticians
19.4	SME Statisticians
SOC No.	SOC Title and Functional Description
15-2041.00	Statisticians - Develop or apply mathematical or statistical theory and methods to collect, organize, interpret, and summarize numerical data to provide usable information. May specialize in fields such as bio-statistics, agricultural statistics, business statistics, or economic statistics. Includes mathematical and survey statisticians

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Labor ID #	Survey Researchers
20.1	Junior Survey Researchers
20.2	Journeyman Survey Researchers
20.3	Senior Survey Researchers
20.4	SME Survey Researchers
SOC No.	SOC Title and Functional Description
19-3022.00	Survey Researchers - Plan, develop, or conduct surveys. May analyze and interpret the meaning of survey data, determine survey objectives, or suggest or test question wording. Includes social scientists who primarily design questionnaires or supervise survey teams.
Labor ID #	Training and Development Managers
21.1	Junior Training and Development Managers
21.2	Journeyman Training and Development Managers
21.3	Senior Training and Development Managers
21.4	SME Training and Development Managers
SOC No.	SOC Title and Functional Description
11-3131.00	Training and Development Managers - Plan, direct, or coordinate the training and development activities and staff of an organization.