

**Occupational Information Development Advisory Panel
Content Model and Classification Recommendations**

APPENDIX I

Global List of Acronyms and Glossary

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Acronyms

| | | |
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| CFR | — | Code of Federal Regulations |
| DDS | — | State Disability Determination Services |
| DOL | — | Department of Labor |
| DOT | — | Dictionary of Occupational Titles |
| FCE | — | Functional Capacity Evaluation |
| MRFC | — | Mental Residual Functional Capacity |
| O*NET | — | Occupational Information Network |
| OGA | — | Occupational Group Arrangement |
| OIDAP | — | Occupational Information Development Advisory Panel |
| OIS | — | Occupational Information System |
| OMB | — | Office of Management and Budget |
| PRW | — | Past Relevant Work |
| R&D | — | Research and Development |
| RFC | — | Residual Functional Capacity |
| RHAJ | — | Revised Handbook for Analyzing Jobs |
| SCO | — | Selected Characteristics of Occupations |
| SOC | — | Standard Occupational Classification |
| SSA | — | Social Security Administration |
| SVP | — | Specific Vocational Preparation |
| TSA | — | Transferable Skills Analysis |
| UN&R | — | User Needs and Relations Subcommittee |

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Glossary

Accommodation—adjustment of lens of eyes to bring an object into sharp focus

Carrying—Transporting an object over a distance through walking, usually holding the load in the hands or arms:

- One-handed: using one hand or arm to carry the object
- Two-handed: using both hands or arms to carry the object

Classification—the way in which occupations are grouped.

Color Vision—ability to identify and distinguish colors

Common Metric—a taxonomy of job descriptors which can be applied to all jobs thereby allowing comparison of work behaviors across all jobs.

Content Model—the type of data included in an occupational information system.

Crawling—moving about on hands and knees, hands and feet or on the abdomen

Cross Job Relative—work descriptors that are written at a level of specificity which allows them to be applied to all jobs.

Crouching—bending the body downward and forward by bending legs at the hips and knees with simultaneous forward bending of the spine. This is typically performed when working with material that is at or near the floor level. Squatting includes positions where one knee is on the floor or both knees are off the floor.

Decomposed Rating – rating of observable (Level 2 or 3) parts of a construct for purposes of analysis as opposed to rating a whole occupational construct or trait (Level 5 or 4) on some metric. See also *Holistic Rating*.

Defensibility – the degree to which conclusions will be upheld by the courts; this is typically determined by the degree to which they are supported by statistical evidence of reliability and validity. Also of importance for SSA is the degree to which conclusions are “acceptable,” meaning that they do not result in adverse impact and possess face validity.

Disability—According to “§223(d)(1)(A) and 223(d)(2)(A) of the Social Security Act. The Statute provides a different definition of disability for children under the age of 18 applying for benefits under Title XVI. For adults, it is the “[i]nability to engage in any substantial gainful activity by reason of a

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medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months. [A]n individual shall be determined to be under a disability only if his physical or mental impairment or impairments are of such severity that he is not only unable to do his previous work but cannot, considering his age, education, and work experience, engage in any other kind of substantial gainful work which exists in the national economy, regardless of whether such work exists in the immediate area in which he lives, or whether a specific job vacancy exists for him, or whether he would be hired if he applied for work. For purposes of the preceding sentence (with respect to any individual), "work which exists in the national economy" means work which exists in significant numbers, either in the region where such individual lives or in several regions of the country."

Depth Perception—ability to judge distances and spatial relations

Dimension—job-related information that is presented at the Level 3 or 4 abstraction. It is the stimulus used for generating items that would actually measure the job related behaviors of interest.

Far Acuity—clarity of vision at 20 feet or more

Feeling—perceiving attributes of items as size, shape, temperature as experienced through the skin. **Field of Vision**—observing an area that can be seen up and down and right and left when eyes are fixed on a given point

Fingering—picking, pinching, or otherwise working primarily with the fingers. The object being handled does not contact the palm of the hand.

g—general cognitive ability.

Generalized Work Activity—set of general work behaviors that apply to all jobs, and that one can describe all jobs in terms of how much of each of these general work behaviors are involved, more behaviorally and technologically abstract than tasks.

Handling—seizing, holding, grasping, turning, or working with hands; using the hands in such a fashion that the object being handled contacts the palm and fingers of the hand.

Hearing—perceiving the nature of sounds by the ear

Holistic Rating—rating of a whole occupational construct or trait (Level 5 or 4) on some metric, as opposed to separating said activity into its observable (Level 2 or 3) parts for purposes of analysis.

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Inferential Leap—the degree to which one determines the attributes of something which are not directly observable. In occupational analysis it typically refers to making judgments about attributes of the person based upon observable requirements of a job. The goal is to minimize the inferential leap through the documentation of observable work requirements.

Item—a question written to obtain information regarding whether or not a specific behavior or characteristics is associated with performing an occupation. Examples may include items that measure the frequency, duration, or height of lifting for a particular job.

Job Analysis—The various methods to analyze the requirements of a job. For specifics of how this term is used in industrial/organizational psychology, rehabilitation, and credentialing fields, see http://en.wikipedia.org/wiki/Job_analysis

Job Side—attributes of work that are inherent to the job itself; these attributes are observable activities that the job requires regardless of the individual who fills a position.

Kneeling—bending the legs at the knees to come to rest on both knees.

Level 1 / Level 2—job related information that is behaviorally specific and observable. Level 1 data is frequently referred to as “task” data because it is specific only to a single job of interest; hence, it is not appropriate for making comparisons across job titles. Level 2 data, while slightly less specific, can be rated both reliably and validly; it represents a level of aggregation that is cross-job relative and desirable for SSA’s purposes.

Level 3 / Level 4 / Level 5—job related information that is too abstract to be reliably rated or validated as observable aspects of work. This level of data is appropriately obtained through statistical aggregation of Level 1 / Level 2 data. Level 4 data may be construed as an overarching framework that groups the more specific activities typically described as Level 2 data.

Ladder Climbing—Ascending or descending either A-frame or vertical ladders

Level surfaces—surfaces that are level and do not include ramps or uneven terrain

Lifting—Raising or lowering an object from one level to another. Involves primarily vertical displacement of the load but can also include a component of horizontal displacement as well. Can involve one or two-handed lifting and can occur either above waist or below waist.

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- One-handed: using one hand or arm to raise or lower the object
- Two-handed: using both hands or arms to raise or lower the object
- Above-waist: lifting that occurs from the waist and above. Typically performed primarily with the strength of the arms, shoulders, and upper back.
- Below-waist: lifting that occurs from the floor to approximately waist height. Typically performed primarily with the strength of the legs and low back.

Near Acuity—clarity of vision at 20 inches or less

Person Side—attributes of the person that are needed to successfully fulfill the requirements of an occupation

Physical Demands—occupational demands that require movement of the body, including arms, legs, hands, feet, neck and back.

Pulling—Exerting force upon an object so that the object moves toward the force:

- One-handed: using one hand or arm to pull the object
- Two-handed: using both hands or arms to pull the object

Pushing—Exerting force upon an object so that the object moves away from the force:

- One-handed: using one hand or arm to push the object
- Two-handed: using both hands or arms to push the object

Ramps/inclines—surfaces that include an incline of over 15 degrees.

Reaching—extending arms and hands away from the body in any direction. Shoulder angle must be 45 degrees from the body to be considered reaching.

Three levels of reaching include:

- Low: below the waist
- Medium: waist to shoulder height
- High: above shoulder

Reliability—at a conceptual level, the degree to which a measure is free from random errors of measurement. At a practical level, reliability is often inferred from measures of the consistency seen across a set of scores or ratings of some attribute. With regard to occupational analysis, it is reflected in the degree to which two independent raters provide ratings of work attributes which are similar.

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Residual Functional Capacity—The greatest level of function an individual can still perform despite physical, mental/cognitive, or other limitations imposed by a medically determinable impairment. SSA assesses an individual's residual functional capacity based on all the relevant evidence in the case record. In determining residual functional capacity, SSA considers the individual's ability to meet the physical, mental, sensory and other requirements of work. See [§404.1545](#) and [§416.945](#) for detailed information.

Scaffolding or Pole Climbing—Ascending or descending scaffolding or poles:

- Balancing: maintaining body equilibrium to prevent falling
- Balancing on level surfaces
- Balancing on Uneven surfaces
- Balancing on Ladders
- Balancing on Beam and Scaffolding

Sitting—Remaining in a seated position with knees and hips flexed to some extent and buttocks resting on surface.

Skill—the learned capacity, based on one's knowledge, prior practice, aptitude, training, education, etc., to perform a given psychomotor activity or function. For example, someone may have typing skills, wood-working skills, or word processing skills).

Speech—voice tone, quality, projection, and other physical attributes during speech production in the communication process.

Stair Climbing—Ascending or descending stairs

Standing—Remaining on one's feet in an upright position without walking.

Stooping/Forward Bending—bending the body downward and forward from a standing position by bending the spine at the hips and/or waist. The hips must be flexed more than 20 degrees and the knees are kept relatively straight (flexed no more than 35 degrees).

Strength Category—the manual material handling/ demands category of the work.

Task—a highly specific descriptor of work which is not cross-job-relative. A task statement usually includes a single action verb, is directed toward a single objective, and is based upon observable characteristics of the work.

Tasting/Smelling—distinguishing flavors or odors using the tongue and/or nose

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Taxonomy—a classification scheme used to organize characteristics of workers, the work itself, or the job titles workers are assigned (as they exist in the economy). Several types of taxonomies are relevant to this project, including taxonomies describing the structure of the job- and person-sides of Figure 1, as well as title taxonomies describing the structure of jobs and occupations (work as it is performed in the economy).

Taxonomy (empirical)—a classification scheme that is derived from experimental analysis. In occupational analysis, it is a taxonomy that was derived by subjecting large quantities of data to statistical factor analysis and using the resulting structure.

Taxonomy (rational)—a classification scheme based upon reason or human judgment; a “common sense” approach to describing occupations. Rational taxonomies may be validated via empirical methods.

Uneven surfaces—surfaces that include uneven terrain. Includes walking outside over grass, dirt, gravel, up and down curbs

Validity—the degree to which inferences are appropriate based upon the interpretation of data. Determinations of validity are usually based upon three types of evidence: content (the degree to which something measures the entire – or an adequate representative sample – domain of behaviors to be examined), criterion (the degree to which some an instrument is appropriately predictive of a criterion of interest), and construct (the degree to which inferences about unobserved variables can be made on the basis of observed variables).

Walking—Moving about on foot. Requires three consecutive steps to be considered walking.

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