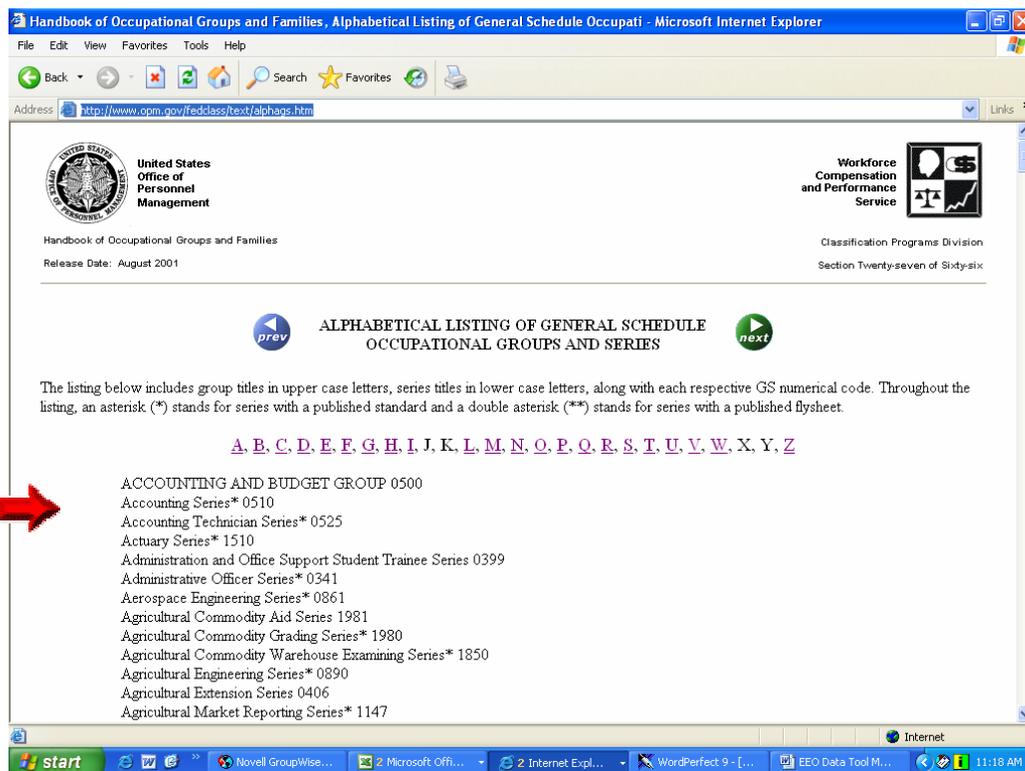


Finding the Civilian Labor Force Percentage

To determine whether a trigger exists in particular mission-critical occupations, you will need to compare the agency's participation rate to that of the relevant CLF. Unfortunately, agencies may forget to provide the percentage of the relevant civilian labor force (CLF) in workforce data table A6. When you are preparing the trigger table, you will need to obtain the relevant CLF. This is a three-step process: (1) Find the OPM code; (2) Find the Census code; and (3) Use the EEO Data Tool to calculate the CLF.

The first step is to find the OPM code for the mission-critical occupation that you are researching. Hopefully, the agency provided the OPM code on table A6; however, you can find the code by using OPM's Handbook of Occupational Groups and Families at <http://www.opm.gov/fedclass/text/alphags.htm>. Simply scroll through the handbook until you find the name of the occupation and the OPM code is to the right. So, if you are looking up the Accounting series, the OPM code is 0510.



The screenshot shows a Microsoft Internet Explorer browser window displaying the OPM Handbook of Occupational Groups and Families. The page title is "Handbook of Occupational Groups and Families, Alphabetical Listing of General Schedule Occupati...". The address bar shows the URL <http://www.opm.gov/fedclass/text/alphags.htm>. The page content includes the OPM logo, the text "United States Office of Personnel Management", and "Handbook of Occupational Groups and Families Release Date: August 2001". The main heading is "ALPHABETICAL LISTING OF GENERAL SCHEDULE OCCUPATIONAL GROUPS AND SERIES". Below this, there is a list of occupational groups and series. A red arrow points to the "ACCOUNTING AND BUDGET GROUP 0500" section, which includes "Accounting Series* 0510".

ALPHABETICAL LISTING OF GENERAL SCHEDULE OCCUPATIONAL GROUPS AND SERIES

The listing below includes group titles in upper case letters, series titles in lower case letters, along with each respective GS numerical code. Throughout the listing, an asterisk (*) stands for series with a published standard and a double asterisk (**) stands for series with a published flysheet.

[A](#), [B](#), [C](#), [D](#), [E](#), [F](#), [G](#), [H](#), [I](#), [J](#), [K](#), [L](#), [M](#), [N](#), [O](#), [P](#), [Q](#), [R](#), [S](#), [T](#), [U](#), [V](#), [W](#), [X](#), [Y](#), [Z](#)

ACCOUNTING AND BUDGET GROUP 0500
Accounting Series* 0510
Accounting Technician Series* 0525
Actuary Series* 1510
Administration and Office Support Student Trainee Series 0399
Administrative Officer Series* 0341
Aerospace Engineering Series* 0861
Agricultural Commodity Aid Series 1981
Agricultural Commodity Grading Series* 1980
Agricultural Commodity Warehouse Examining Series* 1850
Agricultural Engineering Series* 0890
Agricultural Extension Series 0406
Agricultural Market Reporting Series* 1147

Once you have located the OPM code, the second step is to find the Census code, using the EEOC Federal Sector Occupation Cross Classification Table at <http://www.eeoc.gov/federal/md715/index.html>. You can select either the web version (html) or the adobe acrobat version (pdf).

The U.S. Equal Employment Opportunity Commission

MANAGEMENT DIRECTIVE 715

MD 715, which reflects recent and significant changes in the law, including recent Supreme Court decisions, supersedes earlier EEOC Management Directives and related interpretative memoranda on this subject and provides new guidance on the elements of legally compliant Title VII and Rehabilitation Act programs. This Directive requires agencies to take appropriate steps to ensure that all employment decisions are free from discrimination. It also sets forth the standards by which EEOC will review the sufficiency of agency Title VII and Rehabilitation Act programs, which include periodic agency self-assessments and the removal of barriers to free and open workplace competition.

The EEOC will also supplement this Directive on an as-needed basis through the issuance of additional guidance and technical assistance. Questions concerning this Directive should be directed to EEOC's Office of Federal Operations.

- [Management Directive 715](#)
- [Frequently Asked Questions about Management Directive 715](#)
- [Instructions to Federal Agencies for EEO Management Directive 715](#)
 - [EEOC Federal Sector Occupation Cross-Classification Table by OPM Occupation Code \(HTML\)](#)
 - [EEOC Federal Sector Occupation Cross-Classification Table by OPM Occupation Code \(PDF\)](#)
- [Department or Agency List with Second Level Reporting Components](#)

Agencies may use the [Census 2000 EEO Data Tool](#) to compare their major occupations to the availability data provided by Census's Data Tool.

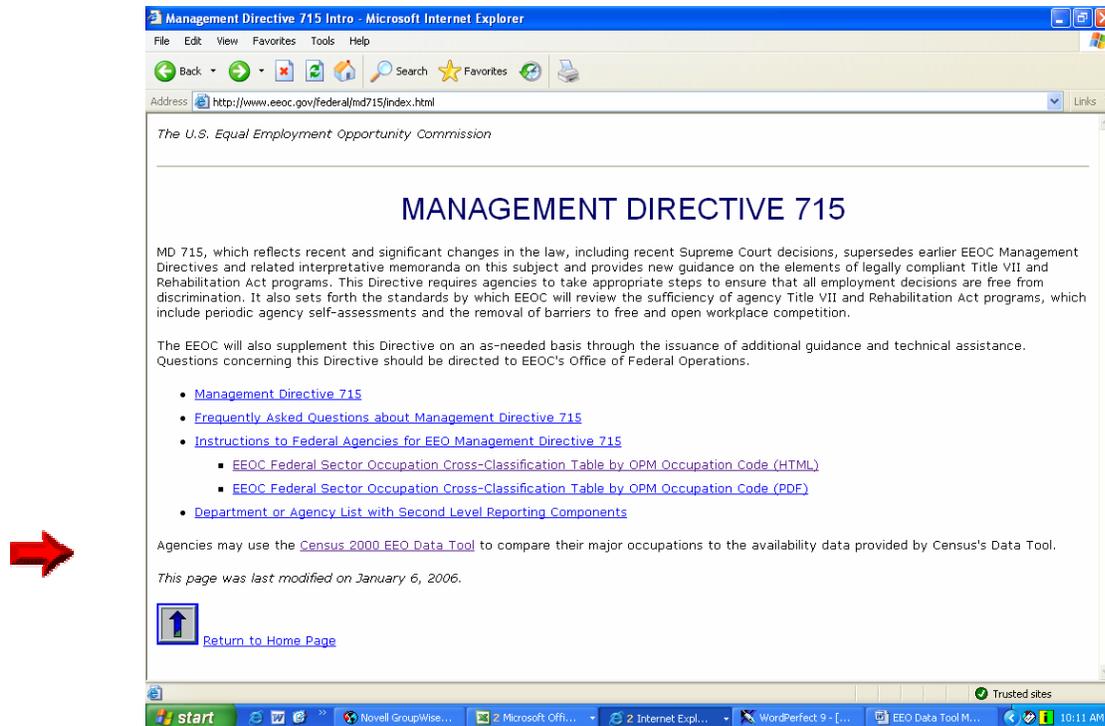
This page was last modified on January 6, 2006.

[Return to Home Page](#)

After clicking on the hyperlink, you will see all of the OPM occupations listed in numerical order by the OPM codes. If you are seeking the Census code for Park Rangers, the code follows to the right of the OPM occupation title, which is 395.

OPM CODE	SOC CODE	FedSec Occ Group (9)	OPM OCCUPATION TITLE	CENS CODE	CENSUS OCCUPATION TITLE
0006	33-1011	9	CORRECTIONAL INSTITUTION ADMINISTRATION	370	FIRST-LINE SUPERVISORS/MANAGERS OF CORRECTIONAL OFFICERS
0007	33-3010	9	CORRECTIONAL OFFICER	380	BAILIFFS, CORRECTIONAL OFFICERS, & JAILERS
0011	41-3031	4	BOND SALES PROMOTION	482	SECURITIES, COMMODITIES, & FINANCIAL SERVICES SALES AGENTS
0018	29-9000	3	SAFETY & OCCUPATIONAL HEALTH MANAGEMENT	354	OTHER HEALTHCARE PRACTITIONERS & TECHNICAL OCCUPATIONS
0019	29-9000	3	SAFETY TECHNICIAN	354	OTHER HEALTHCARE PRACTITIONERS & TECHNICAL OCCUPATIONS
0020	19-3051	2	COMMUNITY PLANNING	184	URBAN & REGIONAL PLANNERS
0021	19-40XX	3	COMMUNITY PLANNING TECHNICIAN	196	MISCELLANEOUS LIFE, PHYSICAL, & SOCIAL SCIENCE TECHNICIANS
0023	39-9030	9	OUTDOOR RECREATION PLANNING	462	RECREATION & FITNESS WORKERS
0025	33-909X	9	PARK RANGER	395	LIFEGUARDS & OTHER PROTECTIVE SERVICE WORKERS
0028	19-2040	2	ENVIRONMENTAL PROTECTION SPECIALIST	174	ENVIRONMENTAL SCIENTISTS & GEOSCIENTISTS
0029	19-	3	ENVIRONMENTAL PROTECTION	196	MISCELLANEOUS LIFE, PHYSICAL, & SOCIAL SCIENCE

The final step of the process involves using the EEO Data Tool to calculate the CLF for the desired mission-critical occupation. The EEO Data Tool is located at www.census.gov/eo2000. You can also find a link for the EEO Data on EEOC's external website, as shown below.

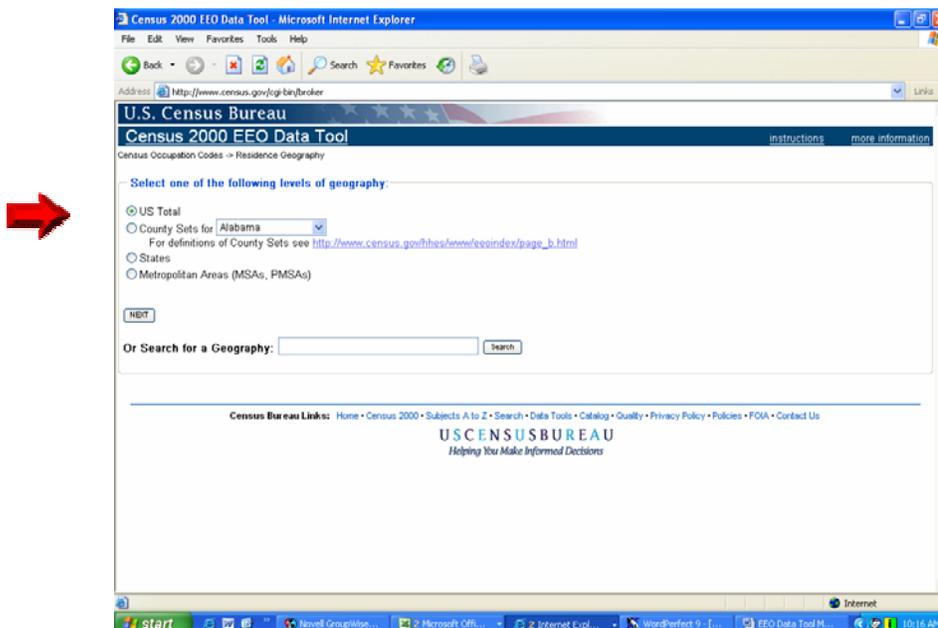


Census developed this Data Tool during the process of compiling the 2000 Census. This tool allows agencies to compare the participation rates of EEO Groups in various occupations in the agency with the Civilian Labor Market availability for EEO Groups in those occupations. You can manipulate your search for worksite geography (where people work) or residence geography (where people live). Residence Geography allows you to search for where people in certain occupations live by US Total, County sets, States and Metropolitan Statistical Areas (MSA) and Primary Metropolitan Statistical areas (PMSA). Please note that Residence is the only way to obtain U.S. total data. Worksite gives you information for where people in certain occupations work for counties and places of 50,000 or more.

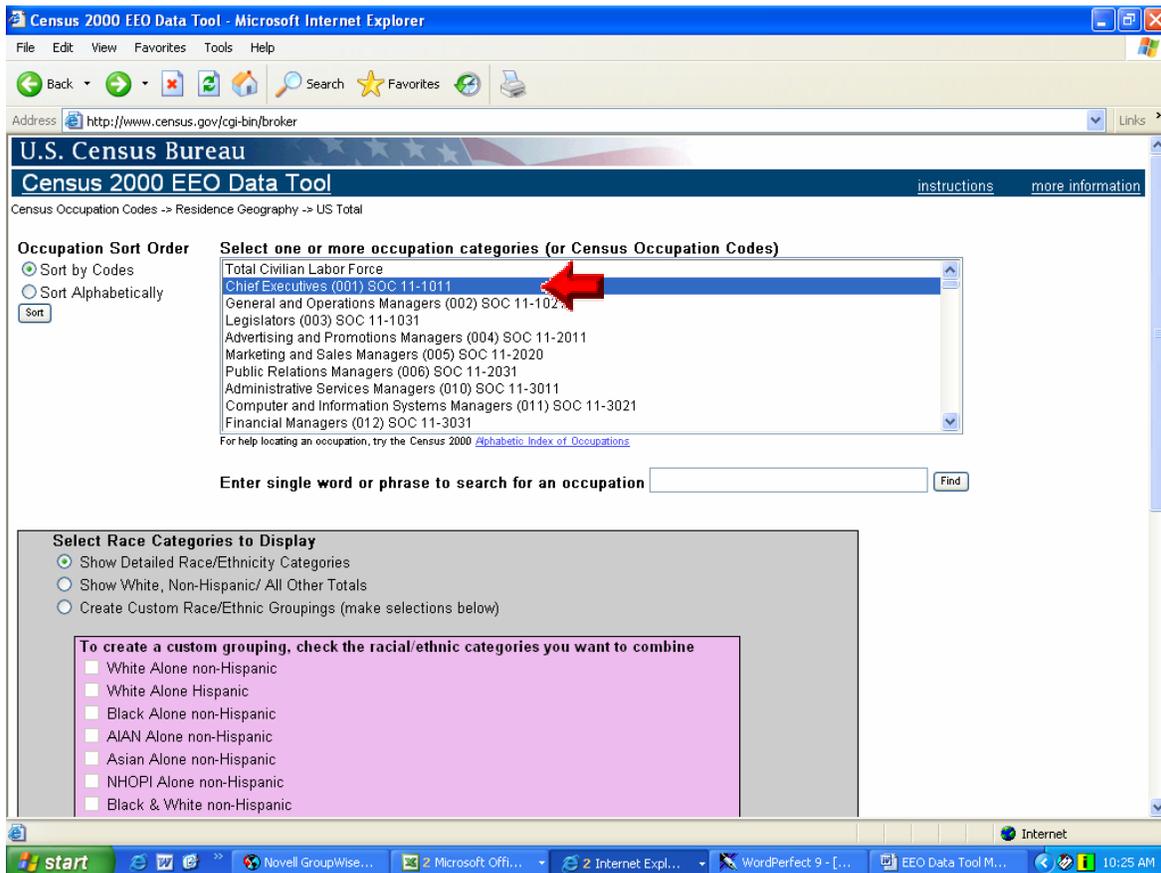
The Census only gives information down to a certain level of detail because of restrictions set by the Disclosure Review Board at Census. So they don't provide information for areas of less than 50,000 people. Instead they will combine a county with less than 50,000 with another county or counties (then they are called county sets, so for example Allegany and Garrett county in Maryland are combined into a set). The disclosure review people also avoid providing data if it would disclose identities of individuals. So for example if there is a small county of 50,000 in New England and there is one Hispanic Social Worker living there they might not report one they might report some other number so the identity can't be determined. Since this is only the case with very small numbers it does not affect the overall data.



If one of an agency's major occupation is "accountants and auditors," and the agency recruited nationally for that occupation, the agency could obtain the availability data for that occupation by selecting "Residence" and "US Total". If, on the other hand, an agency recruited its accountants and auditors from a particular geographic area, the agency would select "Worksite" and then select the particular counties (or places) from which the agency recruited. Agencies should always indicate the source of the availability data chosen for comparison. Since we will almost always use the national CLF, you should verify that the "Residence Geography" is selected. The next screen will ask you whether you are searching the entire country, states, counties, and metropolitan areas. Please make sure that the "US Total" bubble is selected.



When selecting the occupation, you can search by Census code or the Census occupation name, which differs from OPM occupation name. For example, OPM may use the occupation name "General Attorney", while Census calls the same group of people "Lawyers". It is much simpler to use the Census code by scrolling down the box until you find the correct one. If you are looking for Chief Executives, you would use the Census occupation code of SOC 11-1011, which is highlighted below.



Please note that you can search for one or more types of EEO group, but the default is to provide all EEO groups. To obtain the CLF data, click on the Display Table button at the bottom left corner of the screen.

Two charts will appear, showing the raw data and the percentage to the first decimal. Since we need the CLF to the second decimal, you should calculate the percentage by dividing the raw number for each EEO group into the total. Please note that you will need to combine the last five columns on the right in order to determine the CLF for Two or More Races: Black and White; AIAN and White; AIAN and Black; Asian and White; and Balance 2+ Races.

A sample search for the CLF of Chief Executives is shown below.

EEO Residence Data Results for Total US

Number of People

Geography	Occupation Census/SOC Code	Sex	Total	White non- Hispanic	Hispanic	Black non- Hispanic	AIAN non- Hispanic	Asian non- Hispanic	NHOPI non- Hispanic	Black & White non-Hispanic	AIAN & White non-Hispanic	AIAN & Black non-Hispanic	Asian & White non-Hispanic	Balance 2+ Races, non-Hispanic
US Total	Chief Executives (001) SOC 11-1011	Total	1126480	1008140	34700	26300	3246	42575	470	405	2925	275	1920	5515
		Male	914370	825240	26165	17570	2230	34400	360	285	2200	140	1546	4235
		Female	212100	182900	8535	8730	1015	8175	110	120	725	135	375	1280

Source: US Census Bureau, Census 2000 special tabulation

NOTE: Estimates may not add to the total due to rounding. For information on confidentiality protection, sampling error, nonsampling error, and accuracy of the data, see <http://www.census.gov/prod/cen2000/doc/s3chap8.pdf>

More Information: Fedstats provides more data estimates for the [US](#).

Percentages

Geography	Occupation Census/SOC Code	Sex	Total	White non- Hispanic	Hispanic	Black non- Hispanic	AIAN non- Hispanic	Asian non- Hispanic	NHOPI non- Hispanic	Black & White non-Hispanic	AIAN & White non-Hispanic	AIAN & Black non-Hispanic	Asian & White non-Hispanic	Balance 2+ Races, non-Hispanic
US Total	Chief Executives (001) SOC 11-1011	Total	100%	89.5%	3.1%	2.3%	0.3%	3.8%	0.0%	0.0%	0.3%	0.0%	0.2%	0.5%
		Male	81.2%	73.3%	2.3%	1.6%	0.2%	3.1%	0.0%	0.0%	0.2%	0.0%	0.1%	0.4%
		Female	18.8%	16.2%	0.8%	0.8%	0.1%	0.7%	0.0%	0.0%	0.1%	0.0%	0.0%	0.1%

Source: US Census Bureau, Census 2000 special tabulation