

CONCARB

OCCUPATIONAL JOB CODE CLASSIFICATION SYSTEM

MCD 000008297

## I. INTRODUCTION

The purpose of this job classification system is to provide a standardized method for identifying and classifying jobs for the HISS program. The data can then be easily accessed for epidemiological studies, qualitative and quantitative exposure evaluations, medical surveillance evaluations, exposure monitoring scheduling, and medical surveillance scheduling.

Three variables are included in the job code system. First, a standardized process list; second, a standardized task list which uses a functional description of jobs; and third, an area assignment to be used when available.

## II. USE OF THE JOB CLASSIFICATION SYSTEM

Each job can be classified by a process variable, a task variable, and when appropriate, a plant area variable. A Standardized Process List and Standardized Task List, with corresponding codes, are enclosed. The area variable is a plant specific designation to identify different locations when desired.

When classifying jobs according to the Standardized Process and Task Lists, one should use the most specific code possible. In cases where the most specific codes are not applicable because tasks and/or processes overlap, it is permissible to use the next higher code in the hierarchy. For example, if an employee is loading both flow bins and rail cars intermittently throughout the day, the highest term "material handling unit" (05000) would be used. A breakdown for each aspect should be outlined on the Exposure Monitoring Record.

The area variable in the code is only used when it is desired to specify a specific area or location in the plant. For example, the operator of the number 2 valve packer would be 05040BD02.

## III. EXAMPLES

1. Job: Lead man in the production area  
CODE: 04900BD
2. Job: Building custodian for the entire facility. Assigned to maintenance. (Routine operations)  
CODE: 02511IC
3. Job: Welder in the maintenance shop.  
CODE: 02400CF
4. Job: Engineer with overall plant responsibility.  
CODE: 02532JA

STANDARDIZED PROCESS LIST

| <u>Code</u> | <u>Process</u>                |
|-------------|-------------------------------|
| 04900       | Production Unit               |
| 04910       | Furnace                       |
| 04920       | Pelletizer                    |
| 05000       | Material Handling Unit        |
| 05010       | Seal Bin                      |
| 05020       | Flow Bin                      |
| 05030       | Rail Car                      |
| 05040       | Bagging                       |
| 05050       | Stacking                      |
| 05060       | Warehouse                     |
| 02400       | Maintenance Shop Unit         |
| 02500       | Multi-Process/Plant-Wide Unit |
| 02510       | Maintenance                   |
| 02511       | Routine                       |
| 02512       | Turnaround                    |
| 02520       | Operations                    |
| 02530       | Services                      |
| 02531       | Safety/Security               |
| 02532       | Engineering/Inspection        |
| 02533       | Administration                |
| 02600       | Laboratory Unit               |
| 02610       | Quality Control               |
| 02630       | In-Plant                      |

# STANDARDIZED TASK LIST

| <u>Code</u> | <u>Task</u>                                                     | <u>Comments</u>                                                                                                                                                                        |
|-------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AX          | <u>Administrative</u><br><u>and/or</u><br><u>Supervision</u>    | Occupations concerned with specialized administrative and managerial functions, or clerical work, or those whose primary function is to supervise and coordinate activities of others. |
| BX          | <u>Operations</u>                                               |                                                                                                                                                                                        |
| BD          | Operator/Lead Man                                               |                                                                                                                                                                                        |
| BE          | Operator Helper/<br>Pellet tender                               |                                                                                                                                                                                        |
| BF          | Utility                                                         |                                                                                                                                                                                        |
| CX          | <u>Maintenance</u><br><u>Crafts-Metal</u>                       |                                                                                                                                                                                        |
| CC          | Pipefitting                                                     |                                                                                                                                                                                        |
| CF          | Welding                                                         |                                                                                                                                                                                        |
| CG          | Metal Working                                                   |                                                                                                                                                                                        |
| DX          | <u>Maintenance</u><br><u>Crafts-Nonmetal</u>                    |                                                                                                                                                                                        |
| DA          | Carpentry                                                       |                                                                                                                                                                                        |
| DB          | Insulating                                                      |                                                                                                                                                                                        |
| DD          | Painting                                                        |                                                                                                                                                                                        |
| DE          | Painting and<br>Insulating                                      |                                                                                                                                                                                        |
| EX          | <u>Maintenance</u><br><u>Crafts-Electrical</u><br><u>System</u> |                                                                                                                                                                                        |
| EA          | Electrical Only                                                 |                                                                                                                                                                                        |
| EB          | Instrument Only                                                 |                                                                                                                                                                                        |

| <u>Code</u> | <u>Task</u>                                     | <u>Comments</u>                                                                                                                                              |
|-------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EC          | Electrical and<br>Instrument                    |                                                                                                                                                              |
| FX          | <u>Maintenance</u><br><u>Crafts-Mechanical</u>  |                                                                                                                                                              |
| HX          | <u>Mobile Equipment</u><br><u>Operating</u>     |                                                                                                                                                              |
| IX          | <u>Maintenance Related</u><br><u>Activities</u> |                                                                                                                                                              |
| IB          | Yard                                            |                                                                                                                                                              |
| IC          | Building Custodian                              |                                                                                                                                                              |
| JX          | <u>Field/Services</u><br><u>Staff</u>           | Personnel who are not physically assigned to operating units or areas, but whose duties require them to periodically inspect or perform tasks in such areas. |
| JA          | Professional                                    | An individual who can work relatively independently by virtue of educational qualifications, work experience and/or legal certification.                     |
| JB          | Technical                                       | An individual who works in direct support of a professional (See Task JA).                                                                                   |
| JC          | Non-Technical                                   | An individual who provides support of an essentially non-technical nature to professional (Task JA) or technical (Task JB) staff.                            |
| KX          | <u>Laboratory Staff</u>                         |                                                                                                                                                              |
| KA          | Professional                                    | An individual who can work relatively independently by virtue of educational qualifications, work experience, and/or legal certification.                    |

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| <u>Code</u> | <u>Task</u>   | <u>Comments</u>                                                                                                                   |
|-------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------|
| KB          | Technical     | An individual who works in direct support of a professional (See Task KA).                                                        |
| KC          | Non-Technical | An individual who provides support of an essentially non-technical nature to professional (Task KA) or technical (Task KB) staff. |

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