

Description of complexity scores as presented in the Fourth Edition of the Dictionary of Occupational Titles (U.S. Department of Labor, 1977, pp. 1369-1371). Complexity of work is rated along three dimensions: data, people, and things.

Note. Lower scores reflect higher complexity.

	DATA	Information, knowledge, and conceptions, related to data, people, or things, obtained by observation, investigation, interpretation, visualization, and mental creation, data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalization.
0	<i>Synthesizing</i>	Integrating analyses of data to discover facts and/or to develop knowledge concepts or interpretations.
1	<i>Coordinating</i>	Determining time, place, and sequence of operations or action to be taken on the bases of analysis of data; executing determinations and/or reporting on events.
2	<i>Analyzing</i>	Examining and evaluating data. Presenting alternative actions in relation to the evaluation is frequently involved.
3	<i>Compiling</i>	Gathering, collating, or classifying information about data, people, or things. Reporting and/or carrying out a prescribed action in relation to the information is frequently involved.
4	<i>Computing</i>	Performing arithmetic operations and reporting on and/or carrying out a prescribed action in relation to them. Does not include counting.
5	<i>Copying</i>	Transcribing, entering, or posting data.
6	<i>Comparing</i>	Judging the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
	PEOPLE	Human beings; also animals dealt with on an individual basis as if they were human beings.
0	<i>Mentoring</i>	Dealing with individuals in terms of their total personality in order to advise, counsel, and/or guide them with regard to problems that may be resolved by legal, scientific, clinical, spiritual, and/or other professional principles.
1	<i>Negotiating</i>	Exchanging ideas, information, and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions, or solutions.
2	<i>Instructing</i>	Teaching subject matter to others, or training others (including animals) through explanation, demonstration, and supervised practice; or making recommendations on the basis of technical disciplines.
3	<i>Supervising</i>	Determining or interpreting work procedures for a group of workers, assigning specific duties to them, maintaining harmonious relations among them, and promoting efficiency, a variety of responsibilities is involved in this function.
4	<i>Diverting</i>	Amusing others. (Usually accomplished through the medium of stage, screen, television, or radio.)
5	<i>Persuading</i>	Influencing others in favor of a product, service, or point of view.
6	<i>Speaking-Signaling</i>	Talking with and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to helpers or assistants.
7	<i>Serving</i>	Attending to the needs or requests of people or animals or the expressed or implicit

wishes of people. Immediate response is involved.

- 8 *Taking instructions- Helping* Helping applies to “non-learning” helpers. No variety of responsibility is involved in this function.
- THINGS** Inanimate objects as distinguished from human beings, substances or materials; machines, tools, equipment and products. A thing is tangible and has shape, form, and other physical characteristics.
- 0 *Setting up* Adjusting machines or equipment by replacing or altering tools, jigs, fixtures, and attachments to prepare them to perform their functions, change their performance, or restore their proper functioning if they break down. Workers who set up one or a number of machines for other workers or who set up and personally operate a variety of machines are included here.
- 1 *Precision Working* Using body members and/or tool or work aids to work, move, guide or place objects or materials in situations where ultimate responsibility for the attainment for standards occurs and selection of appropriate tools, objects, or materials, and the adjustment of the tool to the task require exercise of considerable judgment.
- 2 *Operating- Controlling* Starting, stopping, controlling, and adjusting the progress of machines or equipment. Operating machines involves setting up and adjusting the machine or material(s) as the work progresses. Controlling involves observing gages, dials, etc., and turning valves and other devices to regulate factors such as temperature, pressure, flow of liquids, speed of pumps, and reaction of materials.
- 3 *Driving- Operating* Starting, stopping, and controlling the actions of machines or equipment for which a course must be steered, or which must be guided, in order to fabricate, process, and/or move things or people. Involves such activities as observing gages and dials; estimating distances and determining speed and direction of other objects; turning cranks and wheels; pushing or pulling gear lifts or levers. Includes such machines as cranes, conveyor systems, tractors, furnace charging machines, such as handtrucks and dollies, and power assisted machines such as electric wheelbarrows and handtrucks.
- 4 *Manipulating* Using body members, tools, or special devices to work, move, guide, or place objects or materials. Involves some latitude for judgment with regard to precision attained and selecting appropriate tool, object, or material, although this is readily manifest.
- 5 *Tending* Starting, stopping, and observing the functioning of machines and equipment. Involves adjusting materials or controls of the machine, such as changing guides, adjusting timers and temperature gages. Turning valves to allow flow of materials, and flipping switches in response to lights. Little judgment is involved in making these adjustments.
- 6 *Feeding- Offbearing* Inserting, throwing, dumping, or placing materials in or removing them from machines or equipment which are automatic or tended or operated by other workers.
- 7 *Handling* Using body members, handtools, and/or special devices to work, move or carry objects or materials. Involves little or no latitude for judgment with regard to attainment of standards or in selecting appropriate tool, object, or material.