General Overview of the Alphabetical Indexes of Industries and Occupations

The *Alphabetical Indexes of Industries and Occupations* were developed primarily for use in classifying a respondent's industry (employer's type of business) and occupation (employee's type of work) as reported in demographic surveys conducted by the Census Bureau. A clerical staff in the National Processing Center in Jeffersonville, Indiana, converts the written questionnaire descriptions to codes by comparing these descriptions to entries in the indexes.

The 2010 Alphabetical Indexes list over 21,000 industry and 31,000 occupation titles in alphabetical order. These are comprehensive lists of specific industries and occupations developed over time and continuously updated through review of census and survey responses.

Each title has been assigned a pair of numeric codes. One of these codes is the 4-digit number used for processing the Census responses ("Census Occupation or Industry Code"). The other is the 6-digit Federal standard code (*North American Industry Classification System* (NAICS) code or *Standard Occupational Classification* (SOC) code.) Coding specialists assign these codes to survey responses containing industries and occupations to sort these responses into appropriate industry and occupation classification categories.

**Coverage**

The indexes list industry and occupation titles reported in earlier censuses and surveys, including titles used often in the economy. Nevertheless, some titles are not listed because they are too new to be included in the indexes, or they are rarely used. However, new titles are added to each of the industry and occupation listings continuously. For example, many of the original occupation titles came from the *Dictionary of Occupational Titles* (DOT) published by the U.S. Department of Labor, Employment and Training Administration. The DOT has been replaced by the Occupational Information Network (O*Net.) This has been updated during the revisions of the *Standard Occupational Classification* (SOC).

**Classification Systems**

The purpose of the classification systems used in these indexes is to organize and to make understandable the many thousands of industries and occupations. These systems group titles describing like industries or like occupations into homogeneous categories and assign a code to each category. Both indexes identify each title by the code of the category to which it is assigned.

*Industry Classification*

Industry data have been collected during decennial censuses intermittently since 1820 and on a continuous basis since 1910. Starting with the 2010 Census, industry data will
no longer be collected during the decennial census, except for the Island Areas Census, which includes the United States Virgin Islands, Guam, American Samoa and the Commonwealth of the Northern Mariana Islands. These data continue to be collected on the American Community Survey (ACS), the Current Population Survey (CPS), and the Survey of Income and Program Participation (SIPP).

Industry data describe the kind of business conducted by a person’s employing organization. These questions ask: “For whom did this person work?”, “What kind of business or industry was this?” and four check boxes from which respondents are to select one to indicate whether the business was primarily manufacturing, wholesale trade, retail trade, or other (agriculture, construction, service, government, etc.) These questions were asked of all people 15 years old and over who had worked in the past 5 years. For employed people, the data refer to the person’s job during the previous week; for those who worked two or more jobs, the data refer to the job where the person worked the greatest number of hours; for unemployed people and people who are not currently employed but report having a job within the last five years, the data refer to their last job. These questions capture the industrial composition of the American labor force.

Written responses to the industry questions are coded using the industry classification system developed for Census 2000 and modified in 2002. These were modified again in 2007 based on the 2007 North American Industry Classification System (NAICS) published by the Executive Office of the President, Office of Management and Budget. This system consists of 269 categories for employed people, including military, classified into 20 sectors. The NAICS was developed to increase comparability in industry definitions between the United States, Mexico, and Canada. It provides industry classifications that group establishments into industries based on the activities in which they are primarily engaged. The NAICS was created for establishment designations. Because of potential disclosure issues, the census industry classification system, while defined in NAICS terms, cannot reflect the full detail for all categories that the NAICS provides.

Occupation Classification

Occupation data have been collected during decennial censuses since 1850. Starting with the 2010 Census, occupation data will no longer be collected during the decennial census, except for the Island Areas Census, which includes the United States Virgin Islands, Guam, American Samoa and the Commonwealth of the Northern Mariana Islands. These data continue to be collected on the American Community Survey (ACS), the Current Population Survey (CPS), and the Survey of Income and Program Participation (SIPP).

Occupation describes the kind of work a person does on the job. These questions ask: “What kind of work was this person doing?” and “What were this person’s most important activities or duties?” As for industry questions, these questions were asked of all people 15 years old and over who had worked in the past 5 years. For employed
people, the data refer to the person’s job during the previous week. For those who worked two or more jobs, the data refer to the job where the person worked the greatest number of hours. For unemployed people and people who are not currently employed but report having a job within the last five years, the data refer to their last job. These questions capture the occupational composition of the American labor force.

Occupation data is coded based on the detailed classification systems developed for Census 2000 and modified in 2002, and lastly in 2010. This system consists of 539 specific occupational categories, for employed people, including military, arranged into 23 major occupational groups. This classification was developed based on the Standard Occupational Classification (SOC) Manual: 2010, published by the Executive Office of the President, Office of Management and Budget.

**Comparability**

Comparability of occupation and industry data was affected by a number of factors, primarily the system used to classify the questionnaire responses, and both the industrial and occupational classification systems for the have changed over time. Changes are needed to recognize the “birth” of new occupations and industries, the “death” of others, the growth and decline in existing categories, and the desire of analysts and other users for more detail in the presentation of the data. Probably the greatest cause of non-comparability is the movement of a segment from one category to another. Changes in the nature of jobs, respondent terminology, and refinement of category composition made these movements necessary. Also, in 2002, all census codes were modified from 3-digit codes to 4-digit codes.

*Industry* - The international policy committee that designed the NAICS set out to create a new classification system rather than simply revise the Standard Industrial Classification (SIC) used prior to 1997. The NAICS expanded the SIC to include industries in Canada and Mexico with those in the United States, and changed the numbering scheme from a 4-digit to a 6-digit system. In spite of these changes, the structure of the 1997 NAICS is not drastically different from the structure of the Standard Industrial Classification for most NAICS sectors. Therefore, crosswalks between the 1990 Census (which was based on the SIC) to the Census 2000 industry classification (which is based on the NAICS) through the two standards is fairly straightforward. In the 2007 NAICS modification resulted in a minor change in the industry data. Changes were concentrated in the Information Sector where one census code was added (6672) and two were deleted (6675, 6692.)

*Occupation* - In 2000, the Federal interagency SOC Revision Policy Committee (SOCRPC) decided similarly to rearrange the entire structure of the SOC rather than to start with the old SOC and simply try to make improvements, resulting in major changes. The SOC was revised once more in 2010. Changes were concentrated in information technology, healthcare, printing, and human resources occupations. Census codes were revised resulting in a net gain of 30 Census occupation codes (from 509 occupations to 539 occupations.)
Organization of the Indexes

Alphabetization

The titles listed in the indexes are arranged alphabetically following the word system used in telephone directories and encyclopedias. The order of the titles is based on the alphabetical order of one word at a time. This is in contrast to the alphabetic letter system used in dictionaries where the first and second words, if any, are treated as one word. Following are examples of alphabetization within the two systems:

<table>
<thead>
<tr>
<th>Census Bureau Word System</th>
<th>Dictionary Letter System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art dealer (ret.)</td>
<td>Art dealer (ret.)</td>
</tr>
<tr>
<td>Art exhibits</td>
<td>Artesian wells (const.)</td>
</tr>
<tr>
<td>Art institute</td>
<td>Art exhibits</td>
</tr>
<tr>
<td>Artesian wells (const.)</td>
<td>Artichokes, bottled (mfg.)</td>
</tr>
<tr>
<td>Artichokes, bottled (mfg.)</td>
<td>Art institute</td>
</tr>
</tbody>
</table>

Cross-indexing

Most titles in the indexes contain two or more words. To facilitate coding, many of the multiword titles are listed in all possible orders. However, some multiword titles are listed only once as part of a "run," i.e., a succession of listings beginning with a common word. Below are examples from one of the industry runs:

Advertising Aerial
Advertising Agency
Advertising Billboard
Advertising Company
Advertising Copy writers of

For industry, there are eight common words designated as "prime words" because they are used frequently. These prime words form the longest industry runs. Industry titles containing these prime words are usually listed only once under the prime word, but there are exceptions. For example, the title State Court will not be found under Court State; however, Auto Muffler will be found under Mufflers Auto. The prime words "United States," "State," and "City" are industry runs that simplify the coding of government agencies and government-run industries. The prime words are:

<table>
<thead>
<tr>
<th>Auto</th>
<th>Rental</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>Repair</td>
<td>US (United States)</td>
</tr>
<tr>
<td>Electric</td>
<td>Self Employed with Occ.</td>
<td></td>
</tr>
</tbody>
</table>
For occupation, there are 13 frequently used words designated as "keywords." These keywords form the primary occupation runs. Occupation titles containing these keywords are listed only once under the keyword. For example, the title "auto mechanic" will not be found under "Auto," but only under "Mechanic." The keywords are:

| Apprentice | Inspector | Supervisor |
| Assembler  | Manager   | Teacher    |
| Assistant  | Mechanic  | Technician |
| Engineer   | Repairer  |            |
| Helper     | Sales     |            |

Other multiword industry and occupation titles may be listed only once. For example, the title "Frozen dinners packaged (mfg.)," is not listed again as "Packaged frozen dinners (mfg.)" If coders cannot find a particular order of words in the index, they should try other words that have similar meanings before deciding that the title is not listed.

**Use of the Indexes in Coding**

*General Description*

In all the sections of the *Alphabetical Index of Industries*, the first column shows each industry description (or title,) followed by the column providing the appropriate census industry code. The index has a separate section for "Self employed with occ." These lines provide occupation codes in the third column which only apply to specific industries where respondents are self-employed.

The *Alphabetical Index of Occupations* provide the occupation description (or title), industry restrictions (if applicable), and the census occupation code, each in separate columns.

**Industry Titles**

Industry titles are listed in several ways:

1. *Typical (simple) industry entry:*

   Dry cleaning .................................................................9070

   Assign code 9070 to a response of "Dry cleaning."

2. *Abbreviations following industry titles* - The following abbreviations are used with certain industry titles and are considered an essential part of the title:

   (Const.) - for such words as construction, building, excavating, etc. (associated with industry code 0770)
(Ext.) - for such words as extracting, mining, mine, well, quarry, etc. (associated with industry codes 0370 - 0490)

(Mfg.) - for such words as manufacturing, factory, mill, plant, etc. (associated with industry codes 1070 – 3990)

(Ret.) - for such words as retailing, retail store, retail shop, etc. (associated with industry codes 4670 - 5790)

(Whsl.) - for such words as wholesaling, wholesale company, wholesale store, etc. (associated with industry codes 4070 - 4590)

For example:

Acetylene gas (mfg.)..............................................................2290
Acetylene gas (whsl.).............................................................4380

In this example, assign code 2290 to such entries as "acetylene gas factory" and "acetylene gas plant." Assign code 4380 to such entries as "wholesalers acetylene gas company" and "acetylene gas wholesaling."

3. “Any not listed” and “exc.” – These words appear in residual lines, usually the line following a list of specific industry titles.

The phrase "Any not listed" covers either specified or unspecified kinds of industries not shown in the preceding entries. For example:

Garage equipment (whsl)..........................................................4070
Garage farm equipment .............................................................8870
Garage parking ........................................................................9090
Garage\ any not listed ..............................................................8770

In this example assign code 8770 to an entry like "Auto service garage," which does not fit any of the preceding types of garages listed.

The abbreviation "exc." (except) covers all cases except the related entries preceding or following it.

For example:

Mattress covers exc. rubber (mfg) .................................................1590
Mattress covers rubber (mfg) .......................................................2390

In this example assign code 1590 for mattress cover manufacturing other than rubber.
4. **Self-employed with occ, own account, etc.** – Some respondents in business for themselves return entries of "self-employed," "own business," "own practice," and the like without any description of the type of business. For many of these cases, the industry is determined from the occupation. The industry list includes a series of lines for "Self-employed, with occupation," which includes various occupations of self-employed individuals. In this list, the occupation code is shown as well as the industry code. The first code is the industry code and the second is the occupation code. For example:

Self employed with occ abstracter .................................................7270...........2160

Assign industry code 7270 and occupation code 2160 for a "self-employed abstracter." In this example, it is not necessary to refer to the occupation index, because both the industry and occupation codes are provided in the industry index.

**Occupation Titles**

Occupation titles are listed in several ways:

1. **Occupation titles and no relationships:**

   Ticket writer ...............5940

   Assign code 5940 to "ticket writer," regardless of other entries.

2. **Occupation titles with activities or other descriptions:**

   Painter animated cartoons.........................2600
   Painter house or other buildings.............6420

   Assign code 6420 when an entry says "painter" or "housepainter" for kind of work and the most important activity is "painting houses." An “animated cartoons” painter is coded 2600.

3. **Education level** – Some titles that are used by people in two or more different occupations are best classified by referring to the person's educational attainment. For example:

   Account or accountant bookkeeper associate degree or higher ..................0800
   Account or accountant bookkeeper less than associate degree ..................5120

   Persons who report the activity "accountant bookkeeper" but do not report whether they are an accountant or bookkeeper are classified according to their educational level.
4. **Occupation titles with industry and/or class of worker relationships:**

   a. **Titles with one industry code:**

   Letter carrier .................................................................6370 ..............5550

   Assign code 5550 to an entry of "letter carrier" only when the industry code is "6370."

   b. **Titles with a range of industry codes:**

   Shell worker .................................................................1470-1670 ........8460

   Assign code 8460 to an entry of "Shell worker" if the industry code is 1490 because code 1490 falls within the range 1470-1670.

   c. **Titles with several industry codes:**

   Knife setter .................................................................1280, 1390, 1870, 7350

   Assign code 7350 to an entry of "knife setter" only if the industry code is 1280, 1390, or 1870.

   d. **Titles with an industry description:**

   Field reporter ..........American Automobile Association 9170 ........2020

   Assign code 2020 to an entry of "field reporter" only if the industry entry is "American Automobile Association," which would be coded 9170.

   e. **Titles with a residual relationship:**

   Mail carrier ................
 Any not listed ................5510

   Assign code 5510 to an entry of "mail carrier" when none of the other listed industries applies or when the industry question was not answered. Examples of other entries designating residual industry and/or class of worker relationships are: "Mfg. not listed," (Manufacturing, not listed), "exc...," (except other listed entries), and "Mfg. exc..." (Manufacturing, except other listed entries.)

   f. **Titles with class of worker and industry relationships:**

   Digger ........................................GOV or PR  0170, 0290 ......................6050
Assign code 6050 to an entry of "digger" only when the class of worker entry is either "government" or "private" and the industry code is either 0170 or 0290. Both conditions must be met. Class of worker abbreviations are identified under class of worker below.

g. Titles with "n. s." and with industry restrictions:

<table>
<thead>
<tr>
<th>Class of Worker</th>
<th>Industry Code</th>
<th>Occupation Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laborer \ n.s.</td>
<td>0180</td>
<td>6050</td>
</tr>
<tr>
<td>Laborer \ n.s.</td>
<td>0190</td>
<td>6120</td>
</tr>
<tr>
<td>Laborer \ n.s.</td>
<td>0270</td>
<td>6130</td>
</tr>
<tr>
<td>Laborer \ n.s.</td>
<td>0370-0490</td>
<td>6940</td>
</tr>
</tbody>
</table>

Assign code "6120" to an entry of "laborer" when a respondent has not specified (n.s.) the most important activities of the job, and the industry code is "0190."

**Coding Industry from Occupation Responses**

Some occupations and industries are so related that the occupation response can help a coder derive a missing industry response or revise an assigned industry code. For example:

1. **Titles with industry code in parentheses:**

   Parking lot attendant ..........................................................(9090) ..................................9350

   If the industry is not reported and the occupation is "parking lot attendant," assign the industry code 9090. The parentheses indicate that the industry may be derived from the occupation when the industry was not supplied by the respondent.

2. **Titles with industry code preceded by a number or pound sign (#):**

   Foster parent .................................................................#8290 ...................................4600

   Assign occupation code 4600 to a questionnaire entry of "foster parent" regardless of the industry code, which must be changed to 8290 if the industry is not already coded to that category. The number sign indicates that the occupation "foster parent" can occur only in industry 8290; no other combination is possible.

**Industry Restrictions in Occupation Titles summary**

<table>
<thead>
<tr>
<th>Format</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>1070</td>
<td>When this is the industry code, assign this occupation code</td>
</tr>
<tr>
<td>(1070)</td>
<td>This industry code is <em>suggested</em> for this occupation code</td>
</tr>
<tr>
<td>#1070</td>
<td>This industry code is mandatory for this occupation code</td>
</tr>
<tr>
<td>1070, 1080</td>
<td>If either of these are the industry code, assign this occupation code</td>
</tr>
</tbody>
</table>
Class of Worker

In addition to asking for industry and occupation, most Census Bureau surveys ask a "class of worker" question, which identifies whether the respondent is salaried or self-employed, and whether the person works in the private sector or government. Assigning class of worker categories is, in most cases, independent of industry and occupation. The Census Bureau uses eight categories for class of worker. When this question is asked in a survey, the coding specialist should make sure that the question was answered and that it is consistent with the other answers about the respondent’s job.

The class of worker entry can aid in coding occupation. The explanations of the class of worker abbreviations used in the occupation section of the Index are as follows:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Class of Worker</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR</td>
<td>Working for a private company, business, or individual, for wages, salary, or commission</td>
</tr>
<tr>
<td>PR NON</td>
<td>Working for a private not-for-profit, tax exempt, or charitable organization</td>
</tr>
<tr>
<td>GOV, FGOV, SGOC, LGOV</td>
<td>Working for Federal (including foreign, international and tribal), state, or local government</td>
</tr>
<tr>
<td>OWN, OBI(^1), OB, OBI(^2)</td>
<td>Working in own business, professional practice, or farm (incorporated and not incorporated)</td>
</tr>
<tr>
<td>WP</td>
<td>Working without pay in a family business or farm</td>
</tr>
</tbody>
</table>

\(^1\)OBI means "own business incorporated."
\(^2\)OBI means "own business not incorporated."