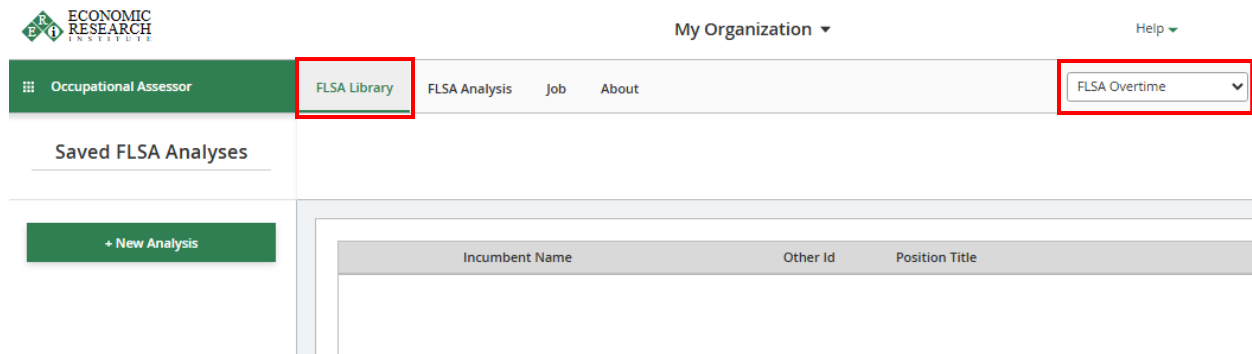


Interactive Exercise

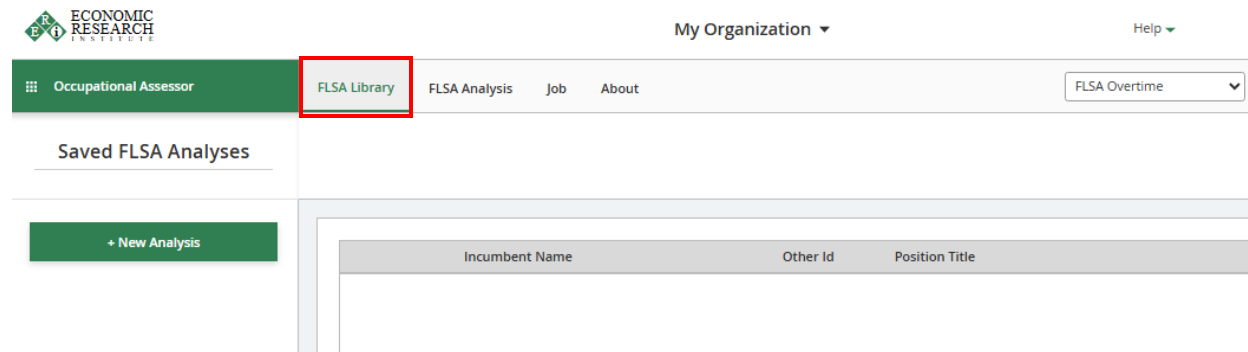
Course 33: Job Analysis and Job Descriptions

First, Janet launches the **Occupational Assessor**. The Occupational Assessor's *FLSA Overtime* classification module displays with the **FLSA Library** tab selected by default.



The screenshot shows the Occupational Assessor interface. The top navigation bar includes the Economic Research Institute logo, "My Organization" dropdown, and "Help" dropdown. The main navigation bar has four tabs: "Occupational Assessor" (active), "FLSA Library" (highlighted with a red box), "FLSA Analysis", "Job", and "About". On the right side of the main navigation bar, there is a dropdown menu labeled "FLSA Overtime" (highlighted with a red box). Below the navigation bar, the left sidebar contains "Saved FLSA Analyses" and a "+ New Analysis" button. The main content area is currently empty, with a table header visible below showing columns for "Incumbent Name", "Other Id", and "Position Title".

To analyze a new job, select the **FLSA Analysis** tab.



The screenshot shows the Occupational Assessor interface with the "FLSA Analysis" tab selected. The top navigation bar remains the same. The main navigation bar now has "FLSA Analysis" as the active tab, while "FLSA Library" is no longer highlighted. The "FLSA Overtime" dropdown menu remains on the right. The left sidebar and the empty table with headers "Incumbent Name", "Other Id", and "Position Title" are also present.

Enter the demographic and organization information introduced earlier, starting with the *Organization Name*, "Fancy Hotels," and then provide the organization's *Number of Employees*, which is "7000." To continue, select the *Primary Industry* **Browse** button.

Occupational Assessor

FLSA LibraryFLSA AnalysisJobAbout

FLSA Overtime

FLSA Analysis

General

Duties

Executive

Administrative

Professional

Computer

Outside Sales

Earnings

Analyst

Report

Demographic and Organization Information

Organization Name: Fancy Hotels

Number of Employees: 7000

Primary Industry:Browse

Work Location Postal Code:

Incumbent Name:

Other Id:

Years in Position:

Position Title:

eDOT Job Match:Browse

in Position: 1

Job Family:

Position Description:

The *Industries* box displays. Type “Hotel” in the *Search Industries* field and press the **Search** button. “Hotels and Motels” will be highlighted. Press **OK**.

Industries

Search Industries

hotels

Search

Suggest an Industry

Browse Industries
[Back to industry list](#)

eSIC Name	eSIC	NAICS	usSEC
Hotels and Motels	7010	721100	7011
Operators of Apartment Buildings	6513	531311	6513

Industry Description

Hotels and Motels (eSIC: 7010)

This industry group includes industries involved in: Hotels and Motels.

Cancel

OK

Continue to complete the General information until you reach the *eDOT Job Match* field. Press the **Browse** button to research eDot job descriptions.

Occupational Assessor

FLSA Library

FLSA Analysis

Job

About

FLSA Overtime

FLSA Analysis

General

Duties

Executive

Administrative

Professional

Computer

Demographic and Organization Information

Organization Name:

Fancy Hotels

Number of Employees:

7000

Primary Industry:

Hotels and Motels (7010)

Browse

Work Location Postal Code:

90670

Santa Fe Springs, CA (90670)

Incumbent Name:

Mary Smith

Other Id:

1234

Years in Position:

3

Position Title:

Cook

eDOT Job Match:

Browse

The *Browse Jobs* box displays. Type the title “Cook” in the search field and when it is highlighted in the *Position Title* list, review the *Job Description* for a match with your job. If there is a reasonable match, press the OK button.

Browse Jobs ×

Position Title ▼ Semantic Search

Position Title	eDOT Code	SOC Code	ERI Code
Cook	313361014	352014	64383
Cook Apprentice	313361018	352019	16056
Cook Apprentice Pastry	313381018	513011	16057
Cook Barbecue	313381022	352015	16058
Cook Boat	315371010	352012	47039
Cook Candy	529361014	513092	47057
Cook Chief	315131010	351011	70738

1 of 28415 jobs have been selected.

Job Description

Cooks, prepares, and seasons soups, meats, vegetables, desserts, and other foodstuffs for consumption in eating establishments.

Reads menu to estimate food requirements and buys food from supplier.

Prepares soups, salads, gravies, desserts, sauces, and casseroles.

Bakes, roasts, broils, and steams meats, fish, vegetables, and other foods.

Adds seasoning to foods during mixing or cooking, according to personal judgment and experience.

Adjusts thermostat controls to regulate temperature of ovens, broilers, grills, roasters, and steam kettles.

Measures and mixes ingredients according to recipe, using variety of kitchen utensils and equipment, such as...

Cancel OK

The *Job Family* and *Position Description* are completed for you in the General information section.

FLSA Analysis

General

Duties

Executive

Administrative

Professional

Computer

Outside Sales

Earnings

Analyst

Report

Demographic and Organization Information

Organization Name:

Fancy Hotels

Number of Employees:

7000

Primary Industry:

Hotels and Motels (7010)

Browse

Work Location Postal Code:

90670

Santa Fe Springs, CA (90670)

Incumbent Name:

Mary Smith

Other Id:

1234

Years in Position:

3

Position Title:

Cook

eDOT Job Match:

Cook

Browse

in Position:

1

Job Family:

Cooks, Restaurant

Position Description:

Cooks, prepares, and seasons soups, meats, vegetables, desserts, and other foodstuffs for consumption in eating establishments.
Reads menu to estimate food requirements and buys food from supplier.
Prepares soups, salads, gravies, desserts, sauces, and casseroles.
Bakes, roasts, broils, and steams meats, fish, vegetables, and other foods.
Adds seasoning to foods during mixing or cooking, according to personal judgment and

Now Janet wants to review the position description for Chef. She presses the *eDOT Job Match* **Browse** button.

The *Browse Jobs* box displays. Type the title, “Chef,” in the search field and review the job description that displays when Chef is highlighted to confirm a job match. Press the **OK** button.

Browse Jobs

×

Chef

Position Title ▼

Semantic Search

Position Title	eDOT Code	SOC Code	ERI Code
Chef	313131014	351011	2153
Chef Assistant	313131026	351011	2157
Chef Catering	313131003	351011	258905
Chef Cold Meat	313361034	352014	107743
Chef de Cuisine	313131001	352014	111423
Chef de Froid	313281010	351011	14371
Chef Executive (Fine Dining)	187161200	351011	114268

1 of 28415 jobs have been selected.

Job Description

Supervises, coordinates, and contributes to the activities of cooks and other kitchen personnel engaged in preparing and cooking foods in hotel, restaurant, cafeteria, or other establishment.

Trains workers in task performance.

Determines food consumption, and requisitions or purchases foodstuffs, supplies, and equipment.

Receives and examines foodstuffs and supplies to ensure quality and quantity meet established standards and specifications.

Selects and develops recipes based on type of food to be prepared and applying personal knowledge and experience in food preparation.

Supervises personnel engaged in preparing, cooking, and serving meats, sauces, vegetables, soups, and other...

Cancel

OK

The Chef job description will now be displayed in the *General* section.

Below is a comparison of the **eDOT** descriptions for the two jobs.

Chef	Cook
313.131-014 Chef	313.361-014 Cook
Alternate Titles	Alternate Titles

Chef Broiler or Fry; Chef French; Chef German; Chef Italian; Fine Dining Cook; Fine Dining Restaurant Chef; Chef Hotel; Chef Kitchen; Regional Chef	Buffet Chef; Cook Broiler; Cook Dessert; Cook Dinner; Cook First; Cook Fry; Cook Morning; Cook Night; Cook Relief; Cook Roast; Cook Sauce; Cook Soup; Cook Special Diet; Employee Dining Room Cook; General/Institution Cook; Room Service Chef
Primary Duty Supervises, coordinates, and contributes to the activities of cooks and other kitchen personnel engaged in preparing and cooking foods in hotel, restaurant, cafeteria, or other establishment.	Primary Duty Cooks, prepares, and seasons soups, meats, vegetables, desserts, and other foodstuffs for consumption in eating establishments.
Functions Trains workers in task performance. Determines food consumption, and requisitions or purchases foodstuffs, supplies, and equipment. Receives and examines foodstuffs and supplies to ensure quality and quantity meet established standards and specifications. Selects and develops recipes based on type of food to be prepared and applying personal knowledge and experience in food preparation. Supervises personnel engaged in preparing, cooking, and serving meats, sauces, vegetables, soups, and other foods.	Functions Reads menu to estimate food requirements and buys food from supplier. Prepares soups, salads, gravies, desserts, sauces, and casseroles. Bakes, roasts, broils, and steams meats, fish, vegetables, and other foods. Adds seasoning to foods during mixing or cooking, according to personal judgment and experience. Adjusts thermostat controls to regulate temperature of ovens, broilers, grills, roasters, and steam kettles. Measures and mixes ingredients according to recipe, using variety of kitchen utensils and equipment, such as

Cooks or otherwise prepares food according to recipe.	blenders, mixers, grinders, slicers, and tenderizers.
Cuts, trims, and bones meats and poultry for cooking.	Observes and tests foods being cooked by tasting, smelling, and piercing with fork to determine that it is cooked.
Portions cooked foods or gives instructions to workers as to size of portions and methods of garnishing.	Carves meats, portions food on serving plates, adds gravies and sauces, and garnishes servings to fill orders.
Carves meats.	May wash, peel, cut, and shred vegetables and fruits to prepare them for use. May cut, trim, and bone meat prior to cooking.
May maintain time and payroll records.	May bake bread, rolls, cakes, and pastry.
May employ, train, and discharge workers.	May price items on menu.
May supervise kitchen staff, plan menus, purchase foodstuffs, and not prepare and cook foods.	May oversee work of patients assigned to kitchen for work therapy purposes when working in psychiatric hospital.
	May specialize in preparing and serving dinner for employed, retired, or other persons.

The chef's tasks emphasize supervision and coordination. Some of what the chef does is related to the job of cook, and some *may* be related to that of executive chef.

The responsibility of chef's duties is higher. For example, a chef "...may plan menus..., ...develops recipes...", while a cook "Reads menus to estimate food requirements..., Measures and mixes ingredients according to recipe..."

These differences indicate that these are clearly different jobs. A chef is more of a supervisor and expert in the field than a cook. The hotel is right by moving long-term cooks

up to the chef title when they take on the expanded responsibilities. Clear job descriptions will clarify the differences, as well as what the expectations are for each job, and better place them into the hotel's pay structure.

This ends the tutorial portion of this Interactive Exercise. Please close this window and select the **Next** button on the *Problem Statement* page to try your hand at using this software to research jobs.