

Learning to Use Job Browser Pro

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The DOT (Dictionary of Occupational Titles)

- ▶ The DOT was created in 1938 to help classify over 13,000 jobs.
 - Each job has its own DOT code.
- ▶ The last update for most jobs in the DOT was 1991.
- ▶ The DOT has been rendered obsolete, and has been replaced by O*NET.
- ▶ BUT....SSA still relies on the DOT, and Vocational Experts (VE's) rely on the DOT.

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OES/SOC Codes

- ▶ The Occupational Employment Survey (OES) uses the Standard Occupational Classification (SOC) for the collection of wage data.
- ▶ OES/SOC Codes are seven digit codes in the format 99-99999.
- ▶ There was a crossover where individual DOT titles were sorted into an SOC group.
- ▶ Example: Document Preparer, DOT Code 249.587-018, is part of SOC Group 43-9061 – Office Clerks, General
 - It is 1 of 73 jobs in this SOC group.

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Job Browser Pro Features

- ▶ Exploring features of Job Browser Pro using a common example – Document Preparer, DOT Code 249.587-018
- ▶ Type either DOT Code or job description in search.

1 Match for the search of: document preparer
Select an occupation, then review its description and task statements for best fit.

Add To My List	DOT	Title	Industry	SVP	Strength	O*NET
✓	249.587-018	DOCUMENT PREPARER, MICROFILMING	BUSINESS SERVICES	2	5	43-9061.00

[DOT Estimate Report](#)
[Show O*NET](#)
[Show OOH](#)

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Description of Job

- ▶ Gives DOT definition and includes tasks required by the definition in the DOT.

DOT Code: 249.587-018 Document Preparer, Microfilming

Prepares documents, such as brochures, pamphlets, and catalogs, for microfilming, using paper cutter, photocopying machine, rubber stamps, and other work devices:

Tasks

1. Cuts documents into individual pages of standard microfilming size and format when allowed by margin space, using paper cutter or razor knife.
2. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard microfilming size, using photocopying machine.
3. Stamps standard symbols on pages or inserts instruction cards between pages of material to notify MICROFILM-CAMERA OPERATOR (business ser.) 976.682-022 of special handling, such as manual repositioning, during microfilming.
4. Prepares cover sheet and document folder for material and index card for company files indicating information, such as firm name and address, product category, and index code, to identify material.
5. Inserts material to be filmed in document folder and files folder for processing according to index code and filming priority schedule.

Date Last Updated (DLU): 1986

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Cross-Examining VE Based on DOT Definition

- ▶ Review the definition.
 - For past work, does this match up with what the claimant testified to?
 - For step five jobs, does the definition match with the restrictions given in the hypothetical?
 - If the claimant cannot have any contact with the public, but the definition states they may have contact with the public, why is the VE giving that job?
 - Example: Cleaner, Housekeeping, DOT 323.687-014
 - DOT definition has a task listed as "Checks wraps and renders personal assistance to patrons."

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Requirements of Job

Code: 249.587-018 Document Preparer, Microfilming

SPECIFIC VOCATIONAL PREPARATION (SVP)	GED	LEVEL	APTITUDES	LEVEL	PHYSICAL DEMANDS	LEVEL*
Level 2 (< 30 days)	Reasoning	Level 3	General Learning Ability	Level 3	Strength	Sedentary
	Mathematics	Level 1	Verbal Aptitude	Level 4	Reaching	Frequently
	Language	Level 2	Numerical Aptitude	Level 4	Handling	Frequently
			Spatial Aptitude	Level 3	Fingering	Frequently
			Form Perception	Level 4	Near Acuity	Frequently
			Clerical Perception	Level 3	Color Vision	Occasionally
			Motor Coordination	Level 4		
			Finger Dexterity	Level 4		
			Manual Dexterity	Level 4		
			Eye-Hand-Foot Coordination	Level 5		
			Color Discrimination	Level 4		
ENVIRONMENTAL CONDITIONS	LEVEL*	WORK SITUATIONS	DATA-PEOPLE-THINGS			
Noise Intensity Level	Moderate	V Performing a Variety of duties	Data	5 - Copying		
		T Attaining precise set limits, Tolerances, and standards	People	8 - Taking Instructions - Helping		
			Things	7 - Handling		

*When a Physical Demands or Environmental Conditions level is not shown, the value is "Not Present".

[Show Quick View](#)
[View Definitions](#)
[Show CRS Data](#)

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Requirements of Job (cont.)

- ▶ If you click “view definitions” you will see a page which defines all terms from the requirements list.

Specific Vocational Preparation (SVP)

Level 2(Up to 1 month)

Unskilled Work. The usual amount of time spent by the typical worker to learn the techniques, acquire the information, and develop the facility needed for average performance in a specific job. Includes vocational education, apprenticeship, in-plant training, on-the-job training, and essential experience gained on other jobs.

General Education Development (GED)

Reasoning Development - level 3:

Apply commonsense understanding to carry out instructions furnished in written, oral or diagrammatic form. Deal with problems involving several concrete variables in or from standardized situations.

Mathematical Development - level 1:

Add and subtract two-digit numbers. Multiply and divide 10's and 100's by 2, 3, 4, 5. Perform the four basic arithmetic operations with coins as part of a dollar. Perform operations with units such as cup, pint, and quart; inch, foot, and yard; ounce and pound.

Language Development - level 2:

Reading: Possess vocabulary of 5,000-6,000 words. Read 100-215 words per minute. Read adventure stories and comic books, looking up unfamiliar words in dictionary for meaning, pronunciation and spelling. Read instructions to assemble model cars and airplanes.

Writing: Write compound and complex sentences, using proper end punctuation, and employing adjectives and adverbs.

Speaking: Speak clearly and distinctly with appropriate pauses and emphasis, correct pronunciation, variation in word order, using present, perfect and future tenses.

Physical Requirements

Strength: Sedentary Work

Lifting, Carrying, Pushing, Pulling 10 Lbs. occasionally. Mostly sitting, may involve standing or walking for brief periods of time.

Reaching: Frequently

Extending hand(s) or arm(s) in any direction.

Handling: Frequently

Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears.

Fingering: Frequently

Picking, prodding, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.

Near Acuity: Frequently

Clarity of vision at 20 inches or less.

Color Vision: Occasionally

Ability to identify and distinguish colors.

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Cross-Examining VE Based on Requirements of the Job

- ▶ Look to see if the job(s) the VE is testifying to, based on the ALJ's hypothetical, matches with the requirements of the job.
- ▶ Common mistakes VE's make:
 - Hypo is occasional reaching, job requires frequent reaching.
 - Hypo limits claimant to unskilled work, VE says claimant can do past work that is an SVP of 3 (semiskilled).
 - Claimant is illiterate or has a marginal education, and reasoning and mathematics levels are 3.

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Skills/Competencies

DOT Code: 249.587-018 Document Preparer, Microfilming

WORK Field - 054 - SHEARING-SHAVING

Cutting severing, slicing, and shaving materials, using keen-edged cutting tools. Includes cutting glass, plastics, and other materials with heated wires.

Clipping, Die Cutting, Snipping, Trimming

WORK Field - 201 - PHOTOGRAPHING

Producing records (images) of things, people, places, and data by chemical changes on a sensitized surface (as a film) and by electronic means induced by light and similar waves.

Exposing, Focusing, Framing, Lighting, Posing, Zooming

WORK Field - 231 - VERBAL RECORDING-RECORD KEEPING

Preparing, keeping, sorting, and distributing records and communications, primarily verbal in character but including symbol devices, to communicate and systematize information and data.

Addressing, Checking, Collating, Counting, Editing, Filing, Listing, Locating, Mailing, Marking, Posting, Punching, Reading, Routing, Searching, Segregating, Selecting, Stamping, Taking Dictation, Taking Minutes, Typing, Verifying, Writing

MPSMS Code - 891 - Clerical Services, except Bookkeeping

GOE Work Group - 07.05 - Records Processing

Occupations contained in this four-digit Work Group are concerned with preparing, reviewing, filing, routing, and distributing recorded information, verifying or proofing records for accuracy; and scheduling the activities of people or the use of equipment.

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Codes

DOT Code: **249.587-018 Document Preparer, Microfilming**

Work Fields (Skills)

- Work Field:
 - 231 Verbal Recording-Record Keeping
 - 054 Shearing-Shaving
 - 201 Photographing

Materials, Products, Subject Matter & Services (Job Knowledge)

- MPSMS:
 - 891 Clerical Services, except Bookkeeping

Related Codes

- OGA:
 - 249 Miscellaneous Clerical, NEC
- O*NET:
 - 43-9061.00 [Office Clerks, General](#) [Show O*NET Video](#)
- OOH:
 - Q364 [General office clerks](#)
- SOC:
 - 43-9061 Office Clerks, General [Show ORS Data](#)

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Schools

PLEASE SELECT ONE OR MORE STATES:

US National

Show All Programs

SELECT ONE OR MORE CITIES (OPTIONAL)

Please Select a City

TRAINING PATHWAYS FOR THE DOT: 249587018 DOCUMENT PREPARER, MICROFILMING

520408 General Office Occupations and Clerical Services

Or Search by School Name

Q School Name Search

School	City	State

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Labor Market Info

- ▶ Group Employment/Wages
- ▶ DOT Estimates
- ▶ Outlook
- ▶ Census/CPS
- ▶ Industries
- ▶ Real Jobs
- ▶ O*Net Video

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DOT Estimates

The following is an estimate of employment numbers at the DOT level for the year: [Scroll To End](#)

Strength: 5 SVP: 2 DLU: 1986 DIC: 1: 187 BUSINESS SERVICES

DOT Code: 249.587-018 Document Preparer, Microfilming

Prepares documents, such as brochures, pamphlets, and catalogs, for microfilming, using paper cutter, photocopying machine, rubber stamps, and other work devices. Cuts documents into individual pages of standard microfilming size and format when allowed by margin space, using paper cutter or razor knife. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard microfilming size, using photocopying machine. Stamps standard symbols on pages or inserts instruction cards between pages of material to notify MICROFILM-CAMERA OPERATOR (business sec.) 976.682-022 of special handling, such as manual repositioning, during microfilming. Prepares cover sheet and document folder for material and index card for company files indicating information, such as firm name and address, product category, and index code, to identify material. Inserts material to be filmed in document folder and files folder for processing according to index code and filming priority schedule.

Date Last Updated: 1986

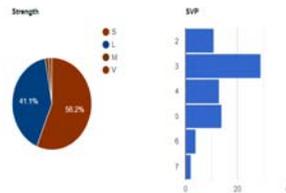
Estimated OES Industry-Based Employment Numbers for US, National

SOC Code / Title:

[Show All 72 DOT Occupations in this SOC Group](#)

[Show OES Data](#)

Selected SOC Group: 43-9061 Office Clerks, General
Strength and SVP - Distribution of the DOTs in this SOC



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DOT Estimates (cont.)

- ▶ Make sure that when you scroll down, you check full-time work only (part-time jobs should not be considered).

Adjust Estimates by Employment Status

Full-Part	Avg. Hours	Range
<input checked="" type="checkbox"/> Full-Time 62.0%	40.7	35.84 - 45.56
<input type="checkbox"/> Part-Time 38.0%	18.5	10.09 - 26.91

Self-Employed 0.5%

CPS Estimate

Men 16.8%

Women 83.2%

Selected Geographic Area	All Employment in this OES Group	Industry Employment in this OES Group	Employment Estimated for this DOT Occupation
US National 2020	1,728,616	73,719	17,078
Employment RSE *	0.4%	0.4%	0.4%
67% Confidence Interval *	1,721,701 - 1,735,530	73,424 - 74,014	17,010 - 17,146
90% Confidence Interval *	1,717,276 - 1,739,956	73,235 - 74,202	16,966 - 17,190
95% Confidence Interval *	1,715,063 - 1,742,168	73,141 - 74,297	16,944 - 17,212

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DOT Estimates (Cont.)

- ▶ If you click on “Show All DOT Occupations in this SOC group” you will see list of all DOT codes in the SOC group.

DOT codes in SOC group: 43-9061 - Office Clerks, General

The displayed 73 DOT occupations are among the 73 total DOT occupations associated with this group. This is 100.0% of the total DOT occupations associated with this group.

DOT #	Title *	Industry #	SVP #	Strength #	DOT Estimate #
162.167-028	PRIZE COORDINATOR	RADIO AND TV BROADCASTING	5	L	0.191%
199.267-018	EXAMINATION PROCTOR	GOVERNMENT SERVICES	5	L	0.852%
205.367-010	ADMISSIONS EVALUATOR	EDUCATION AND INSTRUCTION	6	S	1.250%
205.367-020	ELECTION CLERK	GOVERNMENT SERVICES	2	S	0.331%
209.382-010	CIRCULATION CLERK	PRINTING AND PUBLISHING	3	S	0.241%
209.382-011	CONTROL CLERK, ASSISTING	INSURANCE	3	S	0.127%

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Cross Examining VE Based on Numbers

- ▶ Are the numbers the VE is testifying to for each DOT code similar or matching the Job Browser Pro Numbers?
- ▶ If not, this is a line of questioning you can pursue:
 - What is the source of your job numbers?
 - Do your job numbers include part-time jobs?
 - Are your job numbers specific to the SOC group or the individual DOT code?

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Example #1

- ▶ RFC was as follows:

4. The claimant has the residual functional capacity to perform light work as defined in 20 CFR 416.967(b) except he can occasionally push, pull, reach, handle, finger, or feel with the right dominant upper extremity. The claimant has no limitations for use of his left upper extremity. He should not climb ropes, ladders, or scaffolds. He should have concentrated exposure to unprotected heights, extreme cold, poorly ventilated areas, or pulmonary irritants such as fumes, odors, gases, or dust. He has retained the ability to perform simple, routine, and repetitive tasks in a low stress job. A low stress job is defined as a job requiring only occasional decision making, occasional changes in the work setting, and occasional judgment.

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Example #1 (cont.)

▶ Other relevant information included in the hypothetical:

5. The claimant has no past relevant work. (20 CFR 416.965).
6. The claimant was a younger individual age 18-49 on the established disability onset date. (20 CFR 416.963).
7. The claimant is illiterate. (20 CFR 416.964).
8. Transferability of job skills is not an issue in this case because the claimant does not have past relevant work. (20 CFR 416.968).

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Example #1 (cont.)

- ▶ VE Testified to 3 jobs:
- Cotton classer, DOT Code 429.587-010, SVP 2, light 2,336 jobs in the national economy.
 - Usher, DOT Code 344.677-014, SVP 2, light, 5,125 jobs in the national economy.
 - Surveillance system monitor, DOT Code 379.367-010, SVP 2, sedentary, 2,473 jobs
 - Total was 9,934 jobs.

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Example #1 (cont.)

- ▶ The VE was using Job Browser Pro (numbers were an identical match), so I couldn't cross examine on numbers.
- ▶ There wasn't a problem with the definitions matching up with the RFC.
- ▶ And there wasn't a problem with the physical demands of the jobs matching with the RFC.

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Example #1 (Cont.)

- ▶ However, I noticed that the surveillance-system monitor position required a reasoning level of 3.
 - As a reminder the claimant was considered illiterate.
- ▶ Reasoning level 3 is defined as: "Apply commonsense understanding to carry out instructions furnished in written, oral or diagrammatic form. Deal with problems involving several concrete variables in or from standardized situations."

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Example #1 (Cont.)

- ▶ I asked, “what is the reasoning level for the surveillance system monitor position?”
 - He answered it was 3.
- ▶ I asked, “what is the definition of reasoning level 3?”
 - He answered with the correct definition.
- ▶ I asked, “would an individual who is illiterate be able to perform a reasoning level 3 job?”
 - The VE answered no, and stated that the Surveillance, System Monitor Position would be eliminated.

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Example #1 (Cont.)

- ▶ The ALJ then asked if the VE had another job he could substitute for that one.
 - The VE stated that the only jobs that would fit the RFC would be reasoning level 3 positions, which would not work because the hypothetical individual was illiterate.
- ▶ With that job eliminated, only two jobs remained (cotton classer and usher).
- ▶ Thus, the total number of jobs dropped from 9,934 jobs to 7,461.
- ▶ The ALJ stated that this would not be considered a significant amount of jobs in the national economy, and he would be issuing a decision shortly.
 - Claimant received a fully favorable decision!

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Example #2

▶ RFC was as follows:

5. After careful consideration of the entire record, the undersigned finds that the claimant has the residual functional capacity to perform light work as defined in 20 CFR 404.1567(b) and 416.967(b) except she can occasional reach overhead with the bilateral upper extremities; stand/walk six hours in an eight-hour workday (for two hours at a time); sit six hours in an eight-hour workday; never climb ladders, ropes or scaffolds; frequently climb stairs and ramps; and frequently balance, crouch, crawl and stoop. The claimant retains the ability to understand and follow simple instructions and directions; perform simple tasks with supervision and independently; maintain attention/concentration for simple tasks and regularly attend to a routine and maintain a schedule. She can interact with supervisors on an occasional basis throughout the work day after learning their job duties from an instructional or demonstration lesson. She can work in proximity to coworkers but should only have brief occasional interaction with them. She should have no contact with the public. She can make decisions directly related to the performance of simple work. She should work in a position where they are not responsible for the work of or required to supervise others.

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Example #2 (cont.)

▶ Other relevant information included in the hypothetical:

6. The claimant is unable to perform any past relevant work (20 CFR 404.1565 and 416.965).
- younger individual age 18-49, on the alleged disability onset date (20 CFR 404.1563 and 416.963).
8. The claimant has a marginal education (20 CFR 404.1564 and 416.964).
9. Transferability of job skills is not an issue in this case because the claimant's past relevant work is unskilled (20 CFR 404.1568 and 416.968).

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Example #2 (cont.)

- ▶ The VE testified to three jobs at the hearing:

been impeded by additional limitations. To determine the extent to which these limitations erode the unskilled light occupational base, the Administrative Law Judge asked the vocational expert whether jobs exist in the national economy for an individual with the claimant's age, education, work experience, and residual functional capacity. The vocational expert testified that given all of these factors the individual would be able to perform the requirements of representative occupations such as: cleaner/housekeeper, DOT #323.687-014 (418,000 jobs in the national economy); garment folder, DOT #789.687-066 (69,066 jobs in the national economy); and scrap separator, DOT #529.587-018 (31,125 jobs in the national economy).

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Example #2 (cont.)

- ▶ Immediately upon typing in the DOT codes, the number of jobs was off significantly:
 - Cleaner/Housekeeping
 - VE testified to 418,00 jobs
 - Job Browser Pro has the job at 194,492 jobs.
 - Garment Folder
 - VE testified to 69,066 jobs
 - Job Browser Pro has the job at 29 jobs
 - Scrap Separator
 - VE testified to 31,125 jobs
 - Job Browser Pro has the job at 261 jobs

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Example #2 (cont.)

- ▶ The Job Numbers are way off, and because the VE's numbers were closer to the SOC group numbers, I directed my line of questioning at that.
 - What is the source of your numbers?
 - How did you arrive at that calculation?
 - Can you walk me through the garment folder position and tell me how you arrived at 69,066 jobs?
 - Is that number specific to the DOT code for garment folder, or the number for the SOC group?

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Example #2 (cont.)

- ▶ Upon questioning, the VE stated that he creates estimates, and that his number is derived from the SOC group number. He takes that number and divides it by the number of DOT codes associated with that SOC group.
- ▶ I asked him what the number of jobs are for the SOC group number that the garment folder is a part of.
 - He testified there were around 140,000 (which is close to what Job Browser Pro has).
- ▶ I then asked him, "how many individual DOT codes are a part of that SOC group?"
 - He did not know the answer.
- ▶ I asked him if he was aware that there were 553 different DOT codes in the SOC group according to Job Browser Pro.
 - He stated he was not aware of this.

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Example #2 (cont.)

- ▶ I then asked, “if your method is to divide the SOC group number by the number of DOT codes associated, why aren’t you testifying to only 253 positions for this particular DOT code? 140,000 jobs divided by 553 is approximately 253 jobs (keep in mind this is also an incorrect method!).”
 - The VE then stated that his estimated number included other DOT codes in the SOC group.
- ▶ I followed up and asked him, “what other DOT codes are you including in your estimate?”
 - He did not know.
- ▶ I then asked him, “can the hypothetical individual perform all the jobs you included in your estimate?”
 - He did not know.

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Example #2 (cont.)

- ▶ I went through the same line of questioning with the scrap separator position.
 - But, I did not go through the same line of questioning with the cleaner/housekeeper position.
 - There are still close to 200,000 jobs on Job Browser Pro for that DOT code, which would be a substantial number of jobs.
 - I tried to build a pattern that this VE’s testimony could not be relied upon using two out of three jobs.
 - The ALJ asked me for the Job Browser Pro number for the cleaner/housekeeper position (likely knowing that it was a significant number.)
 - I told the ALJ it was the Commissioner’s burden at step five, and that it was not my responsibility to provide that information.
- ▶ I objected to his testimony on the grounds that the VE’s numbers were for a particular SOC group that included job titles that the hypothetical individual could not perform within the given RFC.
- ▶ Received an unfavorable decision. Denied at the AC. Filed in Fed Ct. (this was for a fed ct. remand case already so there are other issues as part of appeal.)

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Questions?

- ▶ Feel free to reach out if you have any other questions.
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