

In-Demand Related Job Titles Crosswalk Instructions

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What is the purpose of the related crosswalk tool?

The tool is designed to aid you in determining whether a job title you come across in everyday use, matches the standard occupational title and codes used on the OhioMeansJobs in-demand list.

For reporting to Ohio's Workforce Case Management System, we require O*NET standardized codes. To assist your reporting efforts, we created the related jobs crosswalk tool.

This spreadsheet lists all of the In-Demand Occupations and their most common Related Job Titles. This searchable document can help you connect a Related Job Title to its In-Demand equivalent.

Please limit your printing selection to only the occupation you need. Do not print entire spreadsheet.

Download the Document

1. Using any internet browser, navigate to <http://ifs.ohio.gov/owd/OMJResources/WorkforcePros.stm>
2. Click the link that says "Related Jobs Crosswalk".
3. If asked to download the file, agree and save it in a place that is easy to remember.
4. When you open the file, it should look like the following screenshot. Use the search options on the next page to find out if a Job Title connects to an In-Demand Occupation.

Ref.	Related Job Titles	ONET Code	In-Demand Title - April 2014
5	Account Auditor	13-2011.00	Accountants and Auditors
6	Accountant	13-2011.00	Accountants and Auditors
7	Auditor	13-2011.00	Accountants and Auditors
8	Auditor-In-Charge	13-2011.00	Accountants and Auditors
9	Certified Public Accountant	13-2011.00	Accountants and Auditors
10	Cost Accountant	13-2011.00	Accountants and Auditors
11	Field Auditor	13-2011.00	Accountants and Auditors
12	Financial Accountant	13-2011.00	Accountants and Auditors
13	Financial Auditor	13-2011.00	Accountants and Auditors
14	Fund Accountant	13-2011.00	Accountants and Auditors
15	Internal Auditor	13-2011.00	Accountants and Auditors
16	Payroll Auditor	13-2011.00	Accountants and Auditors
17	Tax Accountant	13-2011.00	Accountants and Auditors
18	Actuarial Analyst	15-2011.00	Actuaries
19	Actuarial Assistant	15-2011.00	Actuaries
20	Actuarial Associate	15-2011.00	Actuaries
21	Actuarial Consultant	15-2011.00	Actuaries
22	Actuarial Mathematician	15-2011.00	Actuaries
23	Actuary	15-2011.00	Actuaries
24	Consulting Actuary	15-2011.00	Actuaries
25	Health Actuary	15-2011.00	Actuaries
26	Insurance Actuary	15-2011.00	Actuaries
27	Pricing Actuary	15-2011.00	Actuaries
28	Pricing Analyst	15-2011.00	Actuaries
29	Product Development Actuary	15-2011.00	Actuaries
30	Administrative Assistant	11-3011.00	Administrative Services Managers
31	Administrative Coordinator	11-3011.00	Administrative Services Managers
32	Administrative Director	11-3011.00	Administrative Services Managers
33	Administrative Manager	11-3011.00	Administrative Services Managers
34	Administrative Officer	11-3011.00	Administrative Services Managers
35	Administrative Secretary	11-3011.00	Administrative Services Managers

Search using filters (Preferred)

1. Line 5 contains the titles of each column as well as a filter for easy viewing.
2. In the “Related Job Titles” column, click the filter button (down arrow that is the second one from the left).
3. Use the search field near the center of the pop-up box to filter for key words that may be a Related Job Title to the In-Demand list, such as “sale”, “accountant” and “factory”. **It is best to use singular keywords, such as “welder” as opposed to “welders”, etc.**
4. Click the Ok button (or Enter key). The filtered column will display all Related Job Titles with that word or part of a word.
5. The Ref. # column relates to the reference number on the In-Demand List.
6. The In-Demand Title column is the actual Occupation Title that appears on the In-Demand List for the current month.
7. Return to Step 3 if needed.
8. For the corresponding Related Job Title or In-Demand Title, enter the exact number (including the – and .) from the ONET Code column into the Ohio Workforce Case Management System (OWCMS).
9. Proceed to Print instructions below.

Print *Column titles will be printed automatically*

1. Once you have confirmed that an occupation is In-Demand, highlight from the corresponding number in the Ref. # column to the In-Demand Title column to select your print area.
2. Select the File tab in the top left corner of the spreadsheet, then select Print.
3. In the Settings section, select the Print Selection icon.
4. Adjust the settings as desired.
5. Select Print icon near the top of the page.

The In-Demand spreadsheet is updated monthly as indicated by the reference date. Be sure to use the most current version and print results for your records.