Occupational Value Profiles for New and Emerging Occupations in the O*NET System: Summary

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The purpose of this report is to summarize the effort to populate work values information for 83 O*NET-SOC occupations recently included within the O*NET-SOC 2010 Taxonomy (O*NET-SOC 2010).

The Occupational Information Network (O*NET) is a comprehensive system for collecting, organizing, describing, and disseminating data on occupational characteristics and worker attributes. The U.S. Department of Labor (USDOL) developed the O*NET System as the replacement for the Dictionary of Occupational Titles (U.S. Department of Labor, 1991). By providing information online in a searchable database, the O*NET Program allows for easier access to data on occupations at different levels of detail, thereby facilitating its utility for a variety of consumers. Businesses and human resources professionals can use O*NET products and tools for a variety of purposes, including the development of job descriptions, expanding the pool of quality candidates for open positions, aligning organizational development with workplace needs, and refining recruitment and training goals. Job seekers can use O*NET information to identify jobs that fit with their interests, values, skills, and experience, explore growth career profiles using the latest available labor market data, make effective career-related decisions to maximize earning potential and job satisfaction, and develop their understanding of what it takes to be successful in their field and in related occupations. The O*NET Program also provides an invaluable resource for researchers who study issues related to the U.S. workplace and labor market.

O*NET data are organized around the Content Model, a framework for specifying the taxonomy of information describing the world of work presented within the O*NET database (see Peterson, Mumford, Borman, Jeanneret, & Fleishman, 1999). As part of the Content Model, Occupational Value Profiles (OVPs) were developed based on the Theory of Work Adjustment (Dawis & Lofquist, 1984) as a value-based classification of work environments. The OVPs provide an important link between the O*NET occupations and value-based assessments that are often used in career counseling and other applied settings. The present summary focuses on the effort to generate work-related values information included in the Worker Characteristics domain of the Content Model (i.e., features of employment that O*NET users may value or view as personally important). Work importance (i.e., work values) information within the O*NET System provides an important data set for career guidance and research that can be used with Work Importance Profiler (U.S. Department of Labor, 2000b) or the Work Importance Locator (U.S. Department of Labor, 2000a). Users can link their results from the Profiler or Locator directly to the work values information, allowing individuals to explore careers individually, with a career counselor, or in a group.

History

The initial O*NET research on work values was completed in the late 1990s by McCloy, Waugh, Medsker, Wall, Rivkin, and Lewis (1999). This research project supported the use of the expert rating methodology for development of profiles of Occupational Reinforcer Patterns and work values for the 1,122 occupations in the O*NET database. The Occupational Reinforcer Patterns and work values generated by the subject matter experts showed appreciable reliability, structural validity, and reasonable distribution across occupations.

In 2008, a new work values rating design was developed for the occupations in the O*NET database. The highlights of the Rounds, Armstrong, Liao, Lewis, and Rivkin (2008) research design for generating Occupational Value Profiles (OVPs) involved developing work value definitions and rating scales. Descriptions of the six work values from the Work Importance Profiler were reviewed and revised to fit the rating task.

Rating scales developed by Rounds, Smith, Hubert, Lewis, and Rivkin (1999) were used to rate work values. The rating scales were anchored to indicate the extent (small, moderate, and great) to which an occupation reinforces the value expressed in each of the six value descriptions. The SMEs were instructed to ask themselves, "to what extent does this occupation satisfy this work value?" For example, the scales used for the work value of Autonomy:

Autonomy — Occupations that satisfy this work value allow employees to develop their own ideas and make their own decisions, and also place responsibility on the employee. Corresponding needs are Creativity, Responsibility and Autonomy.

Rate the occupation on the work value of **AUTONOMY** using the following seven-point scale. Ask yourself, "To what extent does this occupation satisfy this work value?"

Very Small Extent			Moderate Extent			Great Extent
1	2	3	4	5	6	7

These work value definitions and scales were used by occupational analysts to rate the O*NET database of 909 occupations, yielding a second generation of work value profiles (Rounds, et al., 2008).

Present OVP Ratings

The goal of the present project is to populate work values information for 83 O*NET-SOC occupations identified after the 2008 project described above. These occupations are either new and emerging occupations or occupations identified within the 2010 Standard Occupational Classification (SOC; Office of Management and Budget, 2010). The present project followed the methodology used by Rounds et al. (2008) to generate occupational work values. The research design for generating OVPs involved obtaining work value score profiles from a Subject Matter Expert (SME) study in which work value scores were derived from expert judgments of occupational analysts. The study was composed of three phases: a) initial development of materials for rating the OVPs for the occupations, b) training the SMEs to use the rating materials in a reliable and accurate manner, and c) the main rating study in which OVPs for the 83 O*NET occupations were created. See Appendix A and the O*NET Resource Center (insert Database 17.0 link) for these occupations and their OVPs.

To develop materials containing data associated with the target occupations, we selected the following O*NET information for each occupation: Title, Description, and Core Tasks. See Appendix B for examples of this information. The SMEs followed standardized procedures to review this information and make OVP ratings. In the next phase, raters were trained. For training purposes, occupations were selected that have not changed through the two major

occupational classification revisions (that is, occupations that have not been rolled up, or had a title or definition change). The project leader (James Rounds) and two Counseling Psychology graduate students that were involved in the Rounds et al. (2008) OVP project rated a representative sample of occupations. The resulting OVPs were compared to the occupational value profiles generated by McCloy et al. (1999) and Rounds et al. (2008). In general, consensus was found across the three sets of OVPs. Inter-rater reliabilities for 120 training occupations were calculated to evaluate consistency among raters. We trained raters until reliabilities were greater than .80.

In the final phase, the raters rated the 83 occupations. To assess the degree of inter-rater agreement, rater-by-rater cross-classification tables were constructed using the obtained raw ratings. For each pair of raters, a separate cross-classification table was constructed for each of the work value categories. Goodman-Kruskal's Gamma (Goodman & Kruskal, 1954) was computed to assess inter-rater agreement. The overall mean value for Gamma was .87, indicating a high degree of reliability among the ratings of the three occupational analysts and considerable consistency among raters across both the work values and occupations. Another important step in the evaluation of the OVPs was to examine the distribution of the work value ratings. It was important to assess the degree to which the obtained ratings show reasonable distribution across occupations. To do this, we examined work value distributions and high point codes and compared them to the Rounds et al. (2008) ratings. We found that the overall pattern of results was consistent with previous efforts to generate work values for occupations.

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Appendix A1: Occupational Values Profiles of 83 Occupations for O*NET-SOC 2010

For each occupation, the table displays the mean analyst rating of the extent each work value is satisfied.

O*NET-SOC Code	O*NET-SOC Title	Achievement	Working Conditions	Recognition	Relationships	Support	Independence
11-1011.03	Chief Sustainability Officers	6.67	6.33	6.00	5.00	3.33	6.67
11-2011.01	Green Marketers	5.33	4.83	5.00	5.00	4.00	5.33
11-3051.02	Geothermal Production Managers	6.00	6.00	6.00	4.67	4.00	5.67
11-3051.03	Biofuels Production Managers	5.67	6.00	5.67	4.33	4.33	5.33
11-3051.04	Biomass Power Plant Managers	5.67	6.00	5.67	4.33	4.00	5.33
11-3051.05	Methane/Landfill Gas Collection System Operators	4.67	4.50	3.67	3.00	4.67	3.67
11-3051.06	Hydroelectric Production Managers	6.00	6.00	5.67	4.67	4.00	5.67
11-9013.02	Farm and Ranch Managers	5.33	4.50	4.67	4.33	2.00	5.00
11-9039.01	Distance Learning Coordinators	5.33	4.83	4.33	5.33	3.67	4.00
11-9039.02	Fitness and Wellness Coordinators	5.67	4.83	5.33	6.00	4.00	6.00
11-9041.01	Biofuels/Biodiesel Technology and Product Development Managers	6.67	6.17	5.33	3.33	3.67	6.00
11-9061.00	Funeral Service Managers	5.67	4.83	5.00	6.33	2.67	5.33
11-9121.02	Water Resource Specialists	6.00	5.33	5.00	4.33	4.00	5.33
11-9199.07	Security Managers	5.33	5.33	5.00	5.33	4.00	5.00
11-9199.09	Wind Energy Operations Managers	6.00	5.50	5.33	5.00	4.00	5.33
11-9199.10	Wind Energy Project Managers	6.00	5.50	5.67	4.33	4.00	6.00
11-9199.11	Brownfield Redevelopment Specialists and Site Managers	6.33	5.33	5.00	6.00	4.00	5.33
13-1071.00	Human Resources Specialists	5.00	4.83	4.00	5.67	5.33	4.00
13-1075.00	Labor Relations Specialists	5.67	4.83	4.67	5.67	5.00	4.67
13-1131.00	Fundraisers	6.67	5.33	4.67	6.67	4.00	6.00
13-1199.04	Business Continuity Planners	6.00	5.17	4.67	4.00	3.67	5.67
13-1199.05	Sustainability Specialists	5.33	5.17	4.00	4.33	4.00	5.33

O*NET-SOC Code	O*NET-SOC Title	Achievement	Working Conditions	Recognition	Relationships	Support	Independence
13-2071.00	Credit Counselors	5.33	4.67	4.00	5.67	3.67	5.33
15-1143.00	Computer Network Architects	6.00	5.33	4.33	2.67	4.33	5.33
15-1143.01	Telecommunications Engineering Specialists	5.00	4.67	4.00	3.33	5.00	3.67
15-1152.00	Computer Network Support Specialists	5.33	4.67	4.00	3.00	5.00	4.00
15-1199.06	Database Architects	6.00	5.33	4.33	2.67	3.67	5.33
15-1199.07	Data Warehousing Specialists	6.00	5.33	4.00	2.67	4.00	5.00
15-1199.08	Business Intelligence Analysts	5.67	5.33	4.00	3.00	3.67	3.67
15-1199.09	Information Technology Project Managers	6.00	5.17	5.00	3.33	3.33	5.67
15-1199.10	Search Marketing Strategists	5.33	4.67	4.00	3.33	4.33	4.33
15-1199.11	Video Game Designers	6.00	5.17	4.33	3.00	3.67	6.00
15-1199.12	Document Management Specialists	4.67	4.17	3.33	3.67	4.33	3.33
17-2081.01	Water/Wastewater Engineers	6.33	5.83	5.33	3.33	3.33	5.33
17-2112.01	Human Factors Engineers and Ergonomists	6.33	6.00	5.00	4.33	3.33	5.67
17-2141.01	Fuel Cell Engineers	6.00	5.67	4.67	2.67	3.33	5.67
17-2141.02	Automotive Engineers	6.33	5.83	5.67	2.67	3.33	5.33
17-2199.09	Nanosystems Engineers	6.67	6.00	5.67	2.67	3.33	5.67
17-2199.10	Wind Energy Engineers	6.33	5.67	5.33	2.67	3.33	5.33
17-2199.11	Solar Energy Systems Engineers	6.00	5.67	5.33	3.00	3.33	5.33
17-3027.01	Automotive Engineering Technicians	5.67	4.67	4.00	2.67	4.67	4.67
17-3029.10	Fuel Cell Technicians	4.67	3.83	3.67	2.33	5.00	2.67
17-3029.11	Nanotechnology Engineering Technologists	5.33	4.83	5.00	2.33	4.33	3.33
17-3029.12	Nanotechnology Engineering Technicians	4.67	3.83	3.67	2.33	4.67	3.00
19-2041.01	Climate Change Analysts	6.00	4.67	5.00	4.67	2.67	5.33
19-2041.02	Environmental Restoration Planners	6.00	5.00	5.33	4.67	3.00	5.67
19-2041.03	Industrial Ecologists	6.00	5.17	4.67	3.67	3.33	5.33
19-3011.01	Environmental Economists	6.33	5.67	5.33	3.67	2.67	6.00

O*NET-SOC Code	O*NET-SOC Title	Achievement	Working Conditions	Recognition	Relationships	Support	Independence
21-1094.00	Community Health Workers	6.00	4.50	4.33	7.00	4.33	6.00
23-1012.00	Judicial Law Clerks	5.00	4.33	3.67	3.67	4.33	3.00
25-2051.00	Special Education Teachers, Preschool	5.67	4.00	4.33	7.00	4.00	4.67
25-2052.00	Special Education Teachers, Kindergarten and Elementary School	5.67	4.33	4.00	7.00	4.67	4.67
25-2059.01	Adapted Physical Education Specialists	6.00	3.83	4.00	7.00	4.67	5.00
25-3099.02	Tutors	5.33	4.17	3.33	6.00	2.33	5.67
25-9031.01	Instructional Designers and Technologists	5.33	4.50	4.00	4.00	3.67	5.33
29-1125.01	Art Therapists	5.67	4.50	4.33	7.00	3.67	5.33
29-1125.02	Music Therapists	6.00	4.67	4.67	7.00	3.33	5.67
29-1128.00	Exercise Physiologists	6.00	4.67	5.00	6.33	3.33	5.67
29-2035.00	Magnetic Resonance Imaging Technologists	4.67	4.50	3.33	3.67	4.33	3.00
29-2057.00	Ophthalmic Medical Technicians	4.00	3.50	3.33	5.00	4.67	3.33
29-2099.05	Ophthalmic Medical Technologists	5.00	4.33	4.33	5.00	4.00	4.00
29-2099.07	Surgical Assistants	4.67	3.83	4.33	6.00	4.33	2.67
31-1014.00	Nursing Assistants	3.00	3.17	2.33	5.67	4.67	2.33
31-1015.00	Orderlies	2.33	2.83	2.00	4.33	4.67	2.00
31-9097.00	Phlebotomists	4.00	3.50	3.00	4.00	4.67	2.67
33-3021.06	Intelligence Analysts	6.00	5.17	5.00	3.67	4.00	4.33
41-4011.07	Solar Sales Representatives and Assessors	5.33	4.50	3.67	4.33	4.00	5.00
47-1011.03	Solar Energy Installation Managers	5.67	5.00	5.33	4.00	3.67	5.67
47-2231.00	Solar Photovoltaic Installers	4.00	3.50	3.00	3.00	4.00	3.33
47-4099.02	Solar Thermal Installers and Technicians	3.67	3.50	2.67	3.33	4.00	3.00
47-4099.03	Weatherization Installers and Technicians	3.33	3.50	2.67	3.67	4.00	2.67
49-2021.00	Radio, Cellular, and Tower Equipment Installers and Repairers	4.33	3.83	2.67	3.00	4.33	3.00
49-9081.00	Wind Turbine Service Technicians	4.00	3.83	3.00	3.67	4.33	3.00
49-9099.01	Geothermal Technicians	4.00	3.83	2.67	3.33	4.00	3.00
51-5112.00	Printing Press Operators	3.33	3.00	3.00	2.33	4.00	3.00
51-5113.00	Print Binding and Finishing Workers	3.33	3.17	3.00	3.00	4.00	3.67

O*NET-SOC Code	O*NET-SOC Title	Achievement	Working Conditions	Recognition	Relationships	Support	Independence
51-8099.01	Biofuels Processing Technicians	3.67	3.67	2.67	2.67	4.00	2.67
51-8099.02	Methane/Landfill Gas Generation System Technicians	3.67	4.00	3.00	2.67	4.00	3.00
51-8099.03	Biomass Plant Technicians	3.67	4.00	3.00	2.67	4.00	3.00
51-8099.04	Hydroelectric Plant Technicians	4.00	4.00	3.00	3.00	4.00	3.00
51-9151.00	Photographic Process Workers and Processing Machine Operators	3.00	3.00	2.33	3.33	3.67	3.67
51-9199.01	Recycling and Reclamation Workers	2.67	3.00	2.33	3.00	3.67	2.33
53-1021.01	Recycling Coordinators	5.67	4.50	5.33	5.33	3.67	5.33

Appendix A2: Occupational Values High Points of 83 Occupations for O*NET-SOC 2010

O*NET-SOC Code	O*NET-SOC Title	High Point 1	High Point 2	High Point 3
11-1011.03	Chief Sustainability Officers	Achievement	Independence	Working Conditions
11-2011.01	Green Marketers	Independence	Achievement	Recognition
11-3051.02	Geothermal Production Managers	Recognition	Achievement	Working Conditions
11-3051.03	Biofuels Production Managers	Working Conditions	Achievement	Recognition
11-3051.04	Biomass Power Plant Managers	Working Conditions	Achievement	Recognition
11-3051.05	Methane/Landfill Gas Collection System Operators	Support	Achievement	Working Conditions
11-3051.06	Hydroelectric Production Managers	Achievement	Working Conditions	Recognition
11-9013.02	Farm and Ranch Managers	Achievement	Independence	Recognition
11-9039.01	Distance Learning Coordinators	Relationships	Achievement	Working Conditions
11-9039.02	Fitness and Wellness Coordinators	Relationships	Independence	Achievement
11-9041.01	Biofuels/Biodiesel Technology and Product Development Managers	Achievement	Working Conditions	Independence
11-9061.00	Funeral Service Managers	Relationships	Achievement	Independence
11-9121.02	Water Resource Specialists	Achievement	Working Conditions	Independence
11-9199.07	Security Managers	Achievement	Working Conditions	Relationships
11-9199.09	Wind Energy Operations Managers	Achievement	Working Conditions	Recognition
11-9199.10	Wind Energy Project Managers	Achievement	Independence	Recognition
11-9199.11	Brownfield Redevelopment Specialists and Site Managers	Achievement	Relationships	Working Conditions
13-1071.00	Human Resources Specialists	Relationships	Support	Achievement
13-1075.00	Labor Relations Specialists	Achievement	Relationships	Support
13-1131.00	Fundraisers	Achievement	Relationships	Independence
13-1199.04	Business Continuity Planners	Achievement	Independence	Working Conditions
13-1199.05	Sustainability Specialists	Achievement	Independence	Working Conditions
13-2071.00	Credit Counselors	Relationships	Achievement	Independence
15-1143.00	Computer Network Architects	Achievement	Working Conditions	Independence
15-1143.01	Telecommunications Engineering Specialists	Achievement	Support	Working Conditions
15-1152.00	Computer Network Support Specialists	Achievement	Support	Working Conditions
15-1199.06	Database Architects	Achievement	Working Conditions	Independence
15-1199.07	Data Warehousing Specialists	Achievement	Working Conditions	Independence
15-1199.08	Business Intelligence Analysts	Achievement	Working Conditions	Recognition
15-1199.09	Information Technology Project Managers	Achievement	Independence	Working Conditions
15-1199.10	Search Marketing Strategists	Achievement	Working Conditions	Independence
15-1199.11	Video Game Designers	Independence	Achievement	Working Conditions
15-1199.12	Document Management Specialists	Achievement	Support	Working Conditions
17-2081.01	Water/Wastewater Engineers	Achievement	Working Conditions	Independence
17-2112.01	Human Factors Engineers and Ergonomists	Achievement	Working Conditions	Independence
17-2141.01	Fuel Cell Engineers	Achievement	Independence	Working Conditions
17-2141.02	Automotive Engineers	Achievement	Working Conditions	Recognition
17-2199.09	Nanosystems Engineers	Achievement	Working Conditions	Independence
17-2199.10	Wind Energy Engineers	Achievement	Working Conditions	Independence

O*NET-SOC Code	O*NET-SOC Title	High Point 1	High Point 2	High Point 3
17-2199.11	Solar Energy Systems Engineers	Achievement	Working Conditions	Independence
17-3027.01	Automotive Engineering Technicians	Achievement	Working Conditions	Support
17-3029.10	Fuel Cell Technicians	Support	Achievement	Working Conditions
17-3029.11	Nanotechnology Engineering Technologists	Achievement	Recognition	Working Conditions
17-3029.12	Nanotechnology Engineering Technicians	Achievement	Support	Working Conditions
19-2041.01	Climate Change Analysts	Achievement	Independence	Recognition
19-2041.02	Environmental Restoration Planners	Achievement	Independence	Recognition
19-2041.03	Industrial Ecologists	Achievement	Independence	Working Conditions
19-3011.01	Environmental Economists	Achievement	Independence	Working Conditions
21-1094.00	Community Health Workers	Relationships	Achievement	Independence
23-1012.00	Judicial Law Clerks	Achievement	Working Conditions	Support
25-2051.00	Special Education Teachers, Preschool	Relationships	Achievement	Independence
25-2052.00	Special Education Teachers, Kindergarten and Elementary School	Relationships	Achievement	Independence
25-2059.01	Adapted Physical Education Specialists	Relationships	Achievement	Independence
25-3099.02	Tutors	Relationships	Independence	Achievement
25-9031.01	Instructional Designers and Technologists	Achievement	Independence	Working Conditions
29-1125.01	Art Therapists	Relationships	Achievement	Independence
29-1125.02	Music Therapists	Relationships	Achievement	Independence
29-1128.00	Exercise Physiologists	Relationships	Achievement	Independence
29-2035.00	Magnetic Resonance Imaging Technologists	Achievement	Working Conditions	Support
29-2057.00	Ophthalmic Medical Technicians	Relationships	Support	Achievement
29-2099.05	Ophthalmic Medical Technologists	Achievement	Relationships	Working Conditions
29-2099.07	Surgical Assistants	Relationships	Achievement	Support
31-1014.00	Nursing Assistants	Relationships	Support	Working Conditions
31-1015.00	Orderlies	Support	Relationships	Working Conditions
31-9097.00	Phlebotomists	Support	Achievement	Relationships
33-3021.06	Intelligence Analysts	Achievement	Working Conditions	Recognition
41-4011.07	Solar Sales Representatives and Assessors	Achievement	Independence	Working Conditions
47-1011.03	Solar Energy Installation Managers	Achievement	Independence	Recognition
47-2231.00	Solar Photovoltaic Installers	Support	Achievement	Working Conditions
47-4099.02	Solar Thermal Installers and Technicians	Support	Achievement	Working Conditions
47-4099.03	Weatherization Installers and Technicians	Support	Relationships	Working Conditions
49-2021.00	Radio, Cellular, and Tower Equipment Installers and Repairers	Achievement	Support	Working Conditions
49-9081.00	Wind Turbine Service Technicians	Support	Achievement	Working Conditions
49-9099.01	Geothermal Technicians	Support	Achievement	Working Conditions
51-5112.00	Printing Press Operators	Support	Achievement	Independence
51-5113.00	Print Binding and Finishing Workers	Support	Independence	Achievement
51-8099.01	Biofuels Processing Technicians	Support	Working Conditions	Achievement
51-8099.02	Methane/Landfill Gas Generation System Technicians	Support	Working Conditions	Achievement
51-8099.03	Biomass Plant Technicians	Support	Working Conditions	Achievement
51-8099.04	Hydroelectric Plant Technicians	Support	Working Conditions	Achievement

O*NET-SOC Code	O*NET-SOC Title	High Point 1	High Point 2	High Point 3
51-9151.00	Photographic Process Workers and Processing Machine Operators	Support	Independence	Relationships
51-9199.01	Recycling and Reclamation Workers	Support	Relationships	Working Conditions
53-1021.01	Recycling Coordinators	Achievement	Recognition	Independence

Appendix B: Examples of O*NET Occupation Information

Title	Description	Core Tasks
Judicial Law Clerks	Assist judges in court or by conducting research or preparing legal documents.	Attend court sessions to hear oral arguments or record necessary case information.
		Communicate with counsel regarding case management or procedural requirements.
		Confer with judges concerning legal questions, construction of documents, or granting of orders.
		Draft or proofread judicial opinions, decisions, or citations.
		Keep abreast of changes in the law and inform judges when cases are affected by such changes.
		Participate in conferences or discussions between trial attorneys and judges.
		Prepare briefs, legal memoranda, or statements of issues involved in cases, including appropriate suggestions or recommendations.
		Research laws, court decisions, documents, opinions, briefs, or other information related to cases before the court.
		Review complaints, petitions, motions, or pleadings that have been filed to determine issues involved or basis for relief.
		Review dockets of pending litigation to ensure adequate progress.
		Verify that all files, complaints, or other papers are available and in the proper order.
		Compile court-related statistics.
		Coordinate judges' meeting and appointment schedules.
		Enter information into computerized court calendar, filing, or case management systems.
		Maintain judges' law libraries by assembling or updating appropriate documents.

Title	Description	Core Tasks
Weatherization Installers and Technicians	Perform a variety of activities to weatherize homes and make them more energy efficient. Duties include repairing windows, insulating ducts, and performing heating, ventilating, and air-conditioning (HVAC) work. May perform energy audits and advise clients on energy conservation measures.	Inspect buildings to identify required weatherization measures, including repair work, modification, or replacement.
		Recommend weatherization techniques to clients in accordance with needs and applicable energy regulations, codes, policies, or statutes.
		Test and diagnose air flow systems, using furnace efficiency analysis equipment.
		Apply insulation materials such as loose, blanket, board, and foam insulation to attics, crawl spaces, basements, or walls.
		Explain energy conservation measures, such as the use of low flow showerheads and energy efficient lighting.
		Install and seal air ducts, combustion air openings, or ventilation openings to improve heating and cooling efficiency.
		Install storm windows or storm doors and verify proper fit.
		Make minor repairs using basic hand or power tools and materials, such as glass, lumber, and drywall.
		Prepare and apply weather-stripping, glazing, caulking, or door sweeps to reduce energy losses.
		Prepare cost estimates or specifications for rehabilitation or weatherization services.
		Wrap air ducts and water lines with insulating materials, such as duct wrap and pipe insulation.
		Wrap water heaters with water heater blankets.
		Apply spackling, compounding, or other materials to repair holes in walls.
		Contact residents or building owners to schedule appointments.
		Explain recommendations, policies, procedures, requirements, or other related information to residents or building owners.
		Prepare or assist in the preparation of bids, contracts, or written reports related to weatherization work.