

List of Worker Characteristics Crosswalk for HCM PD

Published List	HCM PD List	
Knowledge		
K01	K042	Budgeting
K02	K043	Bookkeeping
K03	K044	Inventory Control
K04	K045	Accounting
K05	K046	Management
K06	K047	Labor Relations
K07	K048	Workforce Planning
K08a	K049	Employee Development
K08b	K050	Human Resources Development
K09a	K51	Lead Work
K09b	K52	Supervision
K10	K53	Safety Practices
K11a	K54	Public Relations
K11b	K55	Human Relations
K12	K56	Office Management
K13a	K57	Office Practices and Procedures
K13b	K58	Agency Policies and Procedures
K14	K59	Government Structure and Process
K15	K60	Counseling
K16	K61	Interviewing
K17	K62	Business
K18	K63	Engineering
K19	K64	Humanities
K20	K65	Natural Sciences
K21	K66	Social Sciences
K22	K67	Electronic Data Processing
K23	K68	Law
SKILLS		
S24	S037	Transcription
S25a	S038	Typing
S25b	S039	Word Processing
S26a	S040	Dictation
S26b	S041	Speed Writing
S27	S042	Key punch
S28	S043	Skilled Trade
S29	S044	Equipment Operations

ABILITIES**Reasoning**

A30a	A056	carry out simple instructions
A30b	A057	recognize unusual or threatening conditions & take appropriate action
A30c	A058	carry out detailed but basic written or oral instructions
A30d	A059	deal with problems involving several variables in familiar context
A30e	A060	carry out instructions in written, oral or picture form
A30f	A061	deal with problems involving several variables in familiar context
A30g	A062	understand system of mechanical or other procedures (SPECIFY what procedure; For example: wiring, bookkeeping)
A30h	A063	apply principles to solve practical, everyday problems
A30i	A064	deal with variety of variables in somewhat unfamiliar context
A30j	A065	interpret variety of instructions in written, oral, picture or schedule form
A30k	A066	understand practical field of study (e.g., engineering, business administration)
A30l	A067	define problems, collect data, establish facts & draw valid conclusions
A30m	A068	interpret extensive variety of technical material in books, journals & manuals
A30n	A069	deal with some abstract but mostly concrete variables
A30o	A070	understand somewhat abstract field of study (e.g., physics, chemistry, math)
A30p	A071	deal with non-verbal symbols in formulas, equations or graphs
A30q	A072	understand most difficult classes of concepts
A30r	A073	deal with many variables & determine specific action (e.g., research, production)

Numerical

A31a	A074	count, do basic addition & subtraction
A31b	A075	READ & RECORD FIGURES ACCURATELY
A31c	A076	comprehend & record figures accurately
A31d	A077	add, subtract, multiply & divide whole numbers
A31e	A078	calculate fractions, decimals & percentages
A31f	A079	use algebra
A31g	A080	use geometry & trigonometry
A31h	A081	use statistical analysis
A31i	A082	use calculus

Verbal

		follow basic oral instructions (not necessary to read or write)
A32a	A083	
A32b	A084	recognize safety warnings
A32c	A085	READ INDIVIDUAL WORDS
A32d	A086	comprehend individual words
		READ SHORT SENTENCES WITH BASIC, CONCRETE VOCABULARY
A32e	A087	comprehend short sentences with basic, concrete vocabulary
A32f	A088	
A32g	A089	copy records precisely without error
		READ SIMPLE SENTENCES WITH COMMON VOCABULARY
A32h	A090	comprehend simple sentences with common vocabulary
A32i	A091	copy material accurately & recognize grammatical & spelling errors
A32j	A092	
A32k	A093	complete routine forms
A32l	A094	maintain accurate records
A32m	A095	transcribe dictation, make appointments
A32n	A096	SCREEN MAIL
		originate routine business letters reflecting standard procedures
A32o	A097	
A32p	A098	interview job applicants effectively
		understand manuals & verbal instructions, technical in nature
A32q	A099	
		prepare meaningful, concise & accurate reports
A32r	A100	PROOFREAD TECHNICAL MATERIALS, RECOGNIZE ERRORS & MAKE CORRECTIONS
A32s	A101	
		use proper research methods in gathering data
A32t	A102	prepare & deliver speeches before specialized audiences & general public
A32u	A103	
A32v	A104	originate &/or edit articles for publication
		originate instructions & specifications concerning proper uses of machinery
A32w	A105	
A32x	A106	develop complex reports & position papers
		originate &/or edit technical, scientific or advanced literary publications
A32y	A107	prepare deeds, leases, wills, mortgages &/or contracts
A32z	A108	lecture on politics, economics or science to highly specialized groups
A32aa	A109	comprehend & discuss highly abstract material (e.g., logic, philosophy)
A32bb	A110	

Clerical

A33a	A111	arrange items in numerical or alphabetical order sort items into categories according to established methods
A33b	A112	
A33c	A113	code items from one symbolic form to another
A33d	A114	check pairs of items that are similar or dissimilar gather, collate & classify information about data, people or things
A33e	A115	

Interpersonal

A34a	A116	work in isolation
A34b	A117	work alone on most tasks
A34c	A118	cooperate with co-workers on group projects ANSWER ROUTINE TELEPHONE INQUIRES FROM PUBLIC
A34d	A119	establish friendly atmosphere as supervisor of work unit
A34e	A120	handle sensitive inquiries from & contacts with officials & general public
A34f	A121	establish friendly atmosphere as division or large section chief
A34g	A122	
A34h	A123	develop good rapport with inmates &/or patients resolve complaints from angry citizens & government officials
A354i	A124	

Physical

A35a	A125	DEMONSTRATE PHYSICAL FITNESS DEMONSTRATE AGILITY TO MOVE WHOLE BODY QUICKLY & EASILY
A35b	A126	DEMONSTRATE STENGTH TO LIFT UP TO _____
A35c	A127	LBS. DEMONSTRATE STENGTH TO MOVE OBJECTS FROM ONE LOCATION TO ANOTHER
A35d	A128	
A35e	A129	DEMONSTRATE DEXTERITY TO