

**MINISTRY OF STATISTICS AND ANALYSIS
OF THE REPUBLIC OF BELARUS**

**ALPHABETICAL INDEX OF OCCUPATIONS
FOR CODING ANSWERS TO QUESTION 13 OF THE CENSUS
QUESTIONNAIRE (ON OCCUPATION) IN THE 1999 POPULATION
CENSUS OF THE REPUBLIC OF BELARUS**

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PROCEDURES OF CLASSIFYING AND CODING OCCUPATIONS

The Alphabetic Index of Occupations is intended to code occupations (professions, positions) in the course of the 1999 Population Census of the Republic of Belarus.

The Alphabetic Index of Occupations is prepared on the basis of the National Classifier of the Republic of Belarus on Professions of Industrial Workers and Positions of Office Workers and the National Classifier of the Republic of Belarus on Occupations in accordance with the International Standard Classification of Occupations released in 1988 (ISCO – 88) and national classifiers of occupations compiled by the CIS countries, as well as using the Alphabetic Index of Occupations for Coding Answers to Question 15 (on occupation) of the Census Questionnaire of the All-Union Population Census of 1989.

Besides, the Index covers occupations that came into being during the market-oriented transformation of the economy, and also occupations of law-enforcement personnel, religious professionals and ministers of religion, self-names of occupations and names of occupations used in everyday life. Means are provided for a simplified coding of military persons.

In contrast to the profession (position) implying a compulsory vocational training, the occupation is understood as any kind of profitable (ensuring earnings or income) activity.

The structure of the Index consists of:

- codes and names of occupation groups in Table 1;
- alphabetic index of occupations in Table 2;
- index of keywords forming related occupations in Table 3.

Table 1 is a systematized index of labour activities enabling to attain uniformity of their names and make coding of occupations and specific professions of industrial workers and positions of office workers.

The structure of the occupation classification comprises **nine major groups** subdivided into subgroups, composite and basic groups (major, sub-major, sub-groups, and unit groups in ISCO – 88) :

1 – Leaders (representatives) of governmental and administrative authorities at all levels, including directors of institutions, organizations, and enterprises.

2 – Professionals (high-level specialists).

3 – Technicians (medium-level personnel).

4 – Clerks (office workers) involved in preparation of information, making documents, accounting and service work.

5 – Service workers, housing and municipal workers, shop and market sales workers, and workers of related occupations.

6 – Skilled workers of agriculture, forestry, hunting, fish farming, and fishery.

7 – Skilled workers of large and small industrial enterprises, handicraft industry, construction, transport, communications, geology and mineral prospecting.

8 – Plant and machine operators and assemblers.

9 – Elementary occupations.

The tenth group “Armed forces“ is numerated zero and contains unclassified occupations of military personnel.

The following major characteristics are used as criteria for identifying labour activities and coding occupations:

- skill level;
- vocational training and specialization obtained;
- special training (profession);
- practical experience.

Also used are principles of priority of labour duties, complexity and specific character of works done and services provided. Proper account is taken of tools and materials used in the process of work and the type of product produced. In some cases, the worker’s affiliation with a specific industry serves as the classification characteristic. For occupations requiring a high skill level, of great importance are education and special training.

The above-mentioned criteria are used to identify all kinds of labour activity and form major groups with the exception of the **first group** “Leaders (representatives) of governmental and administrative authorities at all levels, including directors of institutions, organizations, and enterprises.”

This major group covers leaders of all levels. Their responsibilities are to determine and formulate public policy and are connected with legislative control, supreme public administration, justice, and public prosecutions, as well as with managing associations, enterprises, institutions, organizations and their units irrespective of ownership and activities. As regards the skill level, the group is of a mixed type and covers a variety of positions associated with various administrative and managing duties, which in general differ fundamentally in their essence and responsibility.

The **second group** covers professionals with a high knowledge level in physical, mathematical, technical, biological, medical, economic sciences, and humanities. Their activity consists of increasing the existing stock of knowledge, applying scientific concepts and theories to the solution of certain problems, and teaching about the foregoing in a full and systematic manner.

The **third group** includes occupations requiring technical knowledge and experience in one or more fields of physical and life sciences, or social sciences and humanities. Their main tasks consist of carrying out technical work connected with the application of concepts

and operational methods in the above-mentioned fields, and in teaching at certain educational levels.

The **fourth group** includes occupations requiring the knowledge and experience necessary to organise, store, keep record of and process information. Their main tasks consist of performing secretarial duties, operating word processors and other office machines, recording and computing numerical data, and performing a number of customer-oriented clerical duties, mostly in connection with mail services, money-handling operations and appointments. Most occupations in this group require the secondary (general or vocational) education or general secondary education and vocational training on the factory floor.

The **fifth group** includes occupations whose main tasks require the knowledge and experience necessary to provide personal and protective services, and to sell goods in shops or at markets. The main tasks consist of providing services related to travel, housekeeping, catering, personal care, protection of individuals and property, and to maintaining law and order, or selling goods in shops or at markets. Performance of the above-mentioned duties requires the secondary (general or vocational) education or general secondary education and vocational training on the production floor.

The **sixth group** includes occupations requiring the knowledge and experience to produce farm, forestry and fishery products. The main tasks consist of growing crops, breeding or hunting animals, catching or cultivating fish, conserving and exploiting forests and, especially with the purpose of selling the products to marketing organisations, trading enterprises, or individual purchasers. Most occupations in this group require the secondary (general or vocational) education or general secondary education and vocational training on the production floor.

The **seventh group** includes blue-collar occupations requiring understanding of materials and tools to be used, stages of the production process, and the characteristics and the intended use of the final product. The group covers occupations related to extracting raw materials, constructing buildings and other structures, and making various products. These occupations require the secondary (general or vocational) education or general secondary education and vocational training on the production floor, and are associated with the performance of works requiring the skills of medium level.

The **eighth group** includes occupations requiring the knowledge necessary to operate and monitor machinery and equipment, including those highly automated, and also to assemble those. The professional tasks consist of operating and monitoring mining, processing and production machinery and equipment, as well as driving vehicles and driving and operating mobile plants, or assembling products from component parts. These occupations are associated with the performance of works requiring the medium level skills

and require the secondary (general or vocational) education or general secondary education and vocational training on the factory floor.

The **ninth group** covers occupations which require the knowledge necessary to perform mostly simple and routine tasks, involving the use of hand-held tools and in some cases considerable physical effort. The main tasks consist of selling goods in streets, doorkeeping and property watching, rendering services in hotels and households, as well as working as labourers in the fields of mining, agriculture and fishing, construction, transport, etc. To fulfil these tasks the incomplete secondary education and minimal vocational training or site briefing is enough.

Table 2 represents the alphabetical index of occupations itself, which serves as a manual for coding answers to question 13 (on occupation) of the census questionnaire.

The names of occupations are arranged alphabetically and for every name, there is a 4-digit code, which is set in accordance with the National Classifier of the Republic of Belarus on Occupations.

In each case, a specific occupation (profession of industrial worker or position of office worker) should unambiguously be related to a certain group of occupations.

Occupations in the Index are usually given in the masculine gender. Therefore, to code an occupation recorded in the census questionnaire in feminine you first need to look for the label in masculine and then, in case of failure, you should look for the label in feminine (e.g. «вышивальщица» (“embroideress”), «птичница» (“poultry-maid”).) In some cases occupations in feminine are indicated parenthetically in the same line as the name of the occupation in masculine (e.g. «дояр (доярка) » (milker (milkmaid), «официант (официантка) » (waiter (waitress)).

If the name of one or another occupation consists of two words, e.g. “accountant-expert”, it is placed both under the first word “accountant” and under the second – “expert”. Similarly, if a name consists of an adjective and a noun, it is also placed under the both words. E.g., “director technical” is also included in the Index under the name “technical director” with the same code 1237.

If a name consists of two independent names listed in the Index, it is to be coded under the first word. E.g., the occupation “trainer-doctor” should be coded as “trainer”, i.e. 3475. The same principle is used when the component words interchange. Thus, the occupation “accountant-economist” is to be coded as “accountant”, but “economist-accountant” as “economist”.

If an occupation in the Index has the prompt “for all professions” or “for all names”, this means that the given occupation has the same code for all labels. For instance, “construction joiner“ and “ship joiner” have the same code – 7124, while “joiner (for all

names)”, as well as “joiner for making scenery” and “cabinet-maker for making and repair of components and assemblies of musical instruments” have the other matching code – 7422.

If the content of an occupation differs depending on the type of production where it is to be found, the name in such cases is provided with the prompt in parentheses indicating the industry or type of production. Such labels are arranged in ascending order of occupation codes. It is worth noting that for the same name the occupation codes may either coincide or differ.

E.g., “dryer” (building materials production) has code 7450, “dryer” (mineral processing) – 8125, “dryer” (chemical industry) – 8228, and “dryer” (textile industry) – 8269.

The names of productions indicated in prompts correspond to the articles of the Single Rate-qualifying Directory based on the National Classifier of the Republic of Belarus on Professions of Industrial Workers and Positions of Office Workers.

This means that when coding occupations, records about the place of employment should be taken into account.

Moreover, it should be noted that the prompt shows the production for which the occupation to be coded is specific. However, in some cases the prompt could not coincide with the production indicated in the record of the place of employment, but just name the subdivision (or shop) of the enterprise.

Therefore, the prompts of productions should be only used to explain the content of an occupation, but not to mechanically refer those to the production indicated in a record on the place of employment.

In some cases, the names of occupations are given in the Index with the prompts «**(industrial worker)**» or «**(office worker)**». These prompts separate identical names of an occupation having different contents, skills and education (e.g., the occupation «colorist» has different contents for industrial and office workers). So when coding names of this kind, it is necessary to take into account records on the place of employment, education, full name of an occupation in view of its affiliation to the type of production or works.

The Index of Occupations allows coding both the occupations listed in the Index and the related occupations derived from the basic ones with the help of keywords. **Table 3** contains a list of keywords used to form the related occupations. Generally, the related occupations get the same codes as the basic ones (which form the related occupations).

In all cases when an occupation begins with the word “**deputy**” with indication of an occupation, the code is to be tracked down in the Index not by the word “deputy”, but by the name of the occupation (for example, a deputy director is coded with the occupation code “director of a plant” – 1210, a deputy engineering foreman is coded with the occupation code “engineering foreman” – 1226).

Exceptions are the deputy managers for administration and social conditions who are to be labeled with code 1231, as well as the deputy personnel directors coded 1232.

The occupations beginning with the word **“assistant”** (other than assistant managers of enterprises, organizations, and institutions) are coded by the primary name of an occupation, both for workers and professionals. For example, the occupation “assistant locomotive-engine driver” is labeled with the same code as “locomotive-engine driver” – 8311; the occupation “medical doctor’s assistant” has the same code as the occupation “medical doctor” – 2221 (except for the occupations entitled “dentists” to which a single code 2222 is assigned).

The assistant managers of enterprises, organizations, and institutions are coded as professionals in relevant fields, but not as managers.

In a number of cases, the names of occupations containing the word “assistant” are included in the Index. Consequently, while coding “assistants” one must check if the occupation is included in the Index.

In coding the **chief specialists** (for instance, “chief agronomist”, “chief designer”, and “chief navigator”) one should find those in the Index by the word “chief”, but if these occupations do not exist in the Index, they are to be coded by the profession specified. Besides, a chief specialist in public authorities will have other duties than chief specialists in various economic branches, and consequently, they are to be coded differently. For these cases, prompts are given in parenthesis under the repeating names of occupations.

A similar principle is used in coding occupations of specialists having the same name, but different educational level, specialization, or affiliation with a specific field of knowledge, which are specified in parentheses. In a number of cases, such occupations may have the same code. For instance, the occupations “psychologist (pedagogics)” and “psychologist (general)” have the same code – 2445, but the occupation “psychologist (medical doctor)” is coded like all other doctors, i.e. 2221.

The occupations beginning with the words **“leading”**, **“senior”**, and **“junior”** are coded by the main name of an occupation (for example, the “senior engineer” is coded like just “engineer” and the “leading legal adviser” like the “legal adviser”).

The names of occupations beginning with the word **“foreman”** with a prompt specifying a profession is coded by the profession specified (for example, the “foreman electrical fitter” is coded as the “electrical fitter” (code 7233) and the “foreman finisher” as the “finisher” (code 7421, etc.).

For the word “foreman”, the occupations of foremen in transport or metallurgy are included in the Index, which have different codes not coincident with the code of profession. Besides, the records “foreman” in agriculture and forestry, which are given in the Index without specifying a concrete profession are also coded independently. Thus, the “foreman of

agricultural farmland (manager)” without specifying a profession but with the higher or secondary specialized education is coded 1221.

In this connection, in coding occupations including the word “foreman” one should check if the occupation is inserted into the Index, and if not, it should be coded according to the profession specified.

Under the word “instructor” in the Index, the names of clerks with special codes are placed. The other occupations of clerks with the first word “instructor” are coded by the second word. The occupations of instructors of industrial workers are coded by the profession specified in the name. For example, the “instructor stone turner” is coded as the “stone turner”.

Special attention should be attached to choosing codes for the occupation names containing the word “**master**”. The word “master” may have the meaning of both a supervisor of production process (in this case coding should take into account the branch affiliation) and a skilled worker. The occupations of masters (workers) with specifying their professions are, as a rule, coded with the code of the profession specified (e.g., “electrical master” is coded as the “electrician” (code 7522) and the “master hairdresser” as the “hairdresser” (code 5141), etc.).

The occupation “master” without indication of any profession or other prompts describing the character and place of work and with the higher or secondary specialized education is coded 1229.

The codes for **apprentices** and **helpers** are placed in the Index against the names of the main occupation (e.g., the “apprentice seller” is coded as the “seller” (code 5210), the “steel maker’s helper” as the “steel maker” (code 8121), etc.).

The records “apprentice” and “helper” without profession or education are coded 9350.

The occupation «**auxiliary worker**» for all economic branches is coded 9413.

The names of leaders are placed in the Index both directly under the word “leader” and under the words “director”, “governor”, “chief”, and “manager” with a specific name of the object of management. Therefore, in coding those one must check with the Index for each word mentioned.

The names of management objects are arranged alphabetically (Cyrillic alphabet): centre, office, station, district, etc. The characteristics of those objects may be given in parentheses (sporting centre, inquiry office, rental agency, etc.) and also in alphabetical order.

Inclusion into the occupations of leaders of the names of organization departments or standard titles of management objects allows using the same codes for similar occupations in other specific cases. For example, the occupation “director of public catering establishment” with code 1210 allows assigning the same code to the occupations of leaders of any public

catering establishments irrespective of their structure, organization or ownership: restaurant, canteen, café, etc.*

Therefore, in coding occupations of leaders this option should be taken into account. In some cases, a reference is given in parentheses to the branch affiliation of a leader to be also taken into account in coding.

For coding the occupations of **members of the armed forces** a simplified procedure is used: all persons with the occupation name “military man” or “serviceman” are related to one common code – 0110 without division onto soldiers and officers.

The occupations of **religious professionals** having holy orders are coded 2460 and those not having - 3480.

* For heads of small enterprises, organizations, and institutions depending on the activity of the enterprise, codes 1311-1319 are provided in the Index.

Table 3 – List of key words forming the related occupations

No	Name of the key word forming the related occupation	English
1	Вице-	Vice-
2	Первый заместитель руководителя	Vice-Chief (First Deputy)
3	Заместитель	Deputy
4	Главный	Chief
5	Ведущий	Leading
6	Старший специалист	Senior professional
7	Старший рабочий	Senior worker
8	Младший	Junior
9	Сменный	Shift
10	Первый	First
11	Второй	Second
12	Третий	Third
13	Четвертый	Fourth
14	Помощник руководителя	Assistant manager
15	Помощник специалиста	Assistant professional
16	Помощник рабочего	Assistant worker
17	Старший помощник	Senior assistant
18	Первый помощник	First assistant
19	Второй помощник	Second assistant
20	Третий помощник	Third assistant
21	Четвертый помощник	Fourth assistant
22	Пятый помощник	Fifth assistant
23	Сменный помощник	Shift assistant
24	Групповой	Group (team)

25	Бригадный	Brigade
26	Районный	District (or regional)
27	Участковый	Divisional (or district)
28	Горный	Mining