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**ECRHS-II**  
**PROTOCOL JOB HISTORY (Question 28 of main questionnaire)**  
**Coding of occupations**

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***General***

1. Coding should be done using the previously provided *Access* database with the occupational history entered (JOBHIST.MDB).
2. All occupations should be coded using the ISCO-88 system. Official versions have been published by the ILO in English, French, and Spanish.
3. In case of another language, a choice can be made from the following two options:
  - a) Occupations can be coded using one of the three languages mentioned above. Coder should have thorough knowledge of English, French or Spanish.
  - b) An appropriate coding system in the local language can be used, whenever it is based on ISCO-88. This may or may not be the national coding system. Small differences in number of subgroups may occur. A detailed comparison with ISCO should be made, and differences should be recorded before starting coding. Please comment to IMIM before use ([jpzock@imim.es](mailto:jpzock@imim.es)).

***Coding instructions***

4. For all systems, coding should be performed using the book (for official ISCO-88 publications see below) rather than an abbreviated list.
5. Read the introduction chapter of your ISCO-88 coding book.
6. The knowledge required to perform a job is referred to as *skill*, and determines the classification. It is therefore important to keep in mind the structure of the 10 major groups and required skills.

	<u>Skill level</u>
1. Legislators, senior officials and managers	--
2. Professionals	4 <sup>th</sup>
3. Technicians and associate professionals	3 <sup>rd</sup>
4. Clerks	2 <sup>nd</sup>
5. Service workers and shop and market sales workers	2 <sup>nd</sup>
6. Skilled agricultural and fishery workers	2 <sup>nd</sup>
7. Craft and related trades workers	2 <sup>nd</sup>
8. Plant and machine operators and assemblers	2 <sup>nd</sup>
9. Elementary occupations	2 <sup>nd</sup>
0. Armed forces	--

7. Code to the highest level of skills involved in the job.
8. For jobs that involve different stages of the production and distribution of goods process, code the tasks and duties related to the production stage.
9. The alphabetical list is very helpful (especially when starting). However, it should be remembered that once the code has been found, the full text has to be read.
10. All jobs should be coded using four digits (i.e. on unit group level).
11. Due to the broad definition of job in the questionnaire, in certain cases it will not be possible to allocate a four digit ISCO-88 code. The same may occur when the description of the job is limited or ambiguous. The following possibilities should be regarded:
  - a) Description of industry can be taken into account to choose the most appropriate code.
  - b) In case of doubt, a three-digit code (minor group) can be used.
  - c) If even this is not feasible, a two-digit code (sub-major group) can be used.
  - d) Not classifiable jobs should be coded as **94**.
  - e) Housewives or male equivalents should be coded as **95**.
12. If a row in the occupational history table refers to something else than work, the following codes should be used:
 

a) Unemployed	<b>96</b>
b) Not working because of poor health	<b>97</b>
c) Full-time student	<b>98</b>
d) Retired	<b>99</b>
e) Missing	<b>9999</b>
13. Examples of situations that will frequently occur
  - a) Secretaries: ISCO-88 is very exhaustive in the description of clerical tasks, for the present purpose being of limited interest. When job description says “secretary” or “clerk” and more details are not available, use **4115** (general).
  - b) Nurses: The ISCO system differentiates between ‘mean level education’ (major group 3) and ‘high level education’ (major group 2) of these professionals, depending on specific tasks and degree of responsibility. When job description says “nurse” and more details are not available, use **2230**.
  - c) Construction workers: When the job-title is not specific, use minor group code **712**.
  - d) Car painters do not have a specific code; **7142** is the appropriate one.
  - e) Farmers: When the job-title is not specific enough to decide whether it is crop- or animal-related, use sub-major group code **61**.
  - f) Teachers: When the job-title is not specific, use sub-major group code **23**.
  - g) Cleaners: When the job-title is not specific, use minor group code **913**.

- h) Major groups 7 and 8: Sometimes it is difficult to know which is the correct group because the difference between them is the degree of mechanisation. Return to the introduction chapter whenever necessary.

*For example: For the job-title 'printer' codes 825x and 734x are possible. For artisan work, a code from major group 7 is more suitable. When no specific information is available, use a code from major group 8 (fits more with technology of the 90-ies).*

### **Data entry**

14. It is efficient to start coding after the large majority of the data has been entered.
15. The ACCESS file used for data entry should also be used for code entry.
16. Choose TABLES and select JOBHIST.  
Sort the column OCCUPATION alphabetically. This will allow you to code more than one person with the same job at the time. Codes should be entered in the column **ISCO**.
17. After finishing coding, sort the dataset by ISCO, and browse through the dataset and correct obvious coding errors.
18. If you have any questions or comments, please contact Jan-Paul Zock: [jpzock@imim.es](mailto:jpzock@imim.es)
19. Send the dataset by email to Jan-Paul Zock: [jpzock@imim.es](mailto:jpzock@imim.es)

### **Publications ISCO-88**

#### *English*

ILO. International Standard Classification of Occupations: ISCO-88.  
Geneva, International Labour Office, 1990.  
ISBN: 92-2-106438-7

#### *French*

OIT. Classification Internationale Type des Professions: CITP-88.  
Genève, Bureau International de Travail, 1991.  
ISBN: 92-2-206438-0

#### *Spanish*

OIT. Clasificación internacional uniforme de ocupaciones: CIUO-88.  
Ginebra, Oficina Internacional de Trabajo, 1991.  
ISBN: 92-2-306438-4