

PREVAILING WAGE REQUEST

For Official Use Only

To be completed by employer or legal representative

Case No.

Send one copy to:
or
FAX to: 614-728-6031

OHIO DEPT OF JOB AND FAMILY SERVICES
ATTN FOREIGN LABOR CERTIFICATION
145 S FRONT ST PO BOX 1618
COLUMBUS OH 43218-1618

Date Received

Requestor's Name and Address (print or type)

This is your mailing label

Phone Number

FAX Number

Alien's Name

Select one of the following:

- Perm/RIR**
- H-2B Temporary**
- H-1B:**
 - Update/
Prior Request # _____
- Initial Request

1. Name of Employer (if different from above) and Contact Person

Phone Number

2. Address Where Alien Will Work

Ohio County

3. Nature of Employer's Business

4. Job Title

5. Basic Hours
per Week

6. Basic Rate of Pay Offered

Suggested DOT (if known)

\$ _____ per

PLEASE SEE INSTRUCTIONS FOR ITEMS 4,6,7 AND 8 ON BACK.

7. Describe **FULLY** the Job Duties, beginning with the most important duty. **Do not submit an attachment.**

Occupational Title of Alien's Supervisor

No. of workers Alien will supervise and their occupations
(If none, enter 0)

8. MINIMUM REQUIREMENTS for position (**NOT Alien's Qualifications**): Education (degree and major), Experience (months or years)

DO NOT WRITE BELOW THIS LINE

The Prevailing Wage for the described position/
geographic area is: \$ _____ / _____

Date
_____/_____/_____

BY
Patricia Runkle

Source
SOC _____ OTHER _____ SCA _____ (NO 5% leeway allowed)

The above rate is valid for filling a Labor Condition Applications/Attestation for only 90 days. This shall not be construed as acceptance of any of the information as appropriate for permanent Foreign Labor Certification applications. Your request will usually be processed within 2 ½ weeks of receipt.

ITEMIZED INSTRUCTIONS FOR COMLETING PREVAILING WAGE REQUEST

ITEM 4. Suggested Dictionary of Occupational Titles (DOT) is not necessary, but if DOT is known, please identify it. (Immigration attorneys usual provide a DOT.)

ITEM 6. Basic Rate of Pay Offered. Enter the basic rate of pay per hour, per month, or per year. The wage offered cannot be based on overtime, commission, bonuses, other incentives, unless the employer guarantees a minimum wage paid on a weekly, biweekly, or monthly basis. Only minimum amount guaranteed to the employee can be reported.

ITEM 7. Fully describe the Job Duties to be Performed. Analyze the duties and responsibilities in terms of actions to be performed and the objects of those actions. Describe what is done, how and why it is done, equipment/tools used, i.e., a job description that can easily be understood and categorized by a Prevailing Wage Analyst. To standardize the way employers describe jobs on the Prevailing Wage Request, the following additional guidelines are suggested:

- A. Avoid one-line descriptions. Start with the most important duty first. Please differentiate between major and minor duties. For example, “Tests and analyzes chemical properties of raw materials or manufactured products for conformance to plant standards; conducts controlled experiments for the purpose of devising new production methods...”
- B. Identify the tools, equipment, and machines the worker in the job uses. For example, “conducts research using gas and solid state lasers, masers, infrared and other light-emitting and light-sensitive devices...”
- C. Indicate the skill level (complexity) and degree of supervision required to perform the job duties and responsibilities.

ENTRY LEVEL: ...“performs a variety of routine tasks designed to provide experience in methods and procedures.. receives specific and detailed instructions with work closely monitored...” **JUNIOR LEVEL:** “performs work with clear and specified objectives requiring selection of standard techniques and established procedures...work is reviewed closely to insure accuracy and conformance with required procedures...”

INTERMEDIATE LEVEL: “independently performs a broad range of moderately complex assignments using standard methods or procedures...work is reviewed for application of sound judgment...” **SENIOR LEVEL:** “...solves a variety of complex problems requiring judgment in the selection and modification of standard techniques and procedures...assignments are given with instructions as to the general results expected and work is reviewed for effectiveness in meeting requirements...”

LEAD LEVEL: “...solves highly complex problems requiring diversified knowledge and advanced techniques...decisions are made independently where no precedents exist...”

Specify the occupational title of the person who will supervise the worker.

For jobs with supervisory duties, describe the activities supervised, the extent of authority to hire, fire, train, schedule, and evaluate, as well as the numbers and occupations of workers supervised. For example, “...supervises five Lead Software Engineers and their project teams”, “...supervises a clerical group of 20 workers”.

ITEM 8. State in detail the **MINIMUM** education, training, experience, and other special requirements for any worker to satisfactorily perform the job duties described in Item 7. Identify licensing or certification needed, amount and type of experience, college degree, and major field of study. Do not list qualifications a particular alien happens to have.

Examples: “must possess or be eligible for State Pharmacist license...”, “...speak Mandarin Chinese...”, “3 months experience using Wordstar program...”

Do not exaggerate the total time required for education, training, and experience if they can be acquired concurrently. Do not use phrases such as “familiar with”, “knowledgeable of” or “able to”. Do not include restrictive requirements which are not actual business necessities for performance of the job and which limit consideration of otherwise qualified US workers.

Submit only one request for multiple openings of identical positions.

IF THE JOB TITLES AND JOB DUTIES ARE THE SAME, THE REQUIREMENTS MUST BE THE SAME.