HELLENIC REPUBLIC

HELLENIC STATISTICAL AUTHORITY

Piraeus, 23 November 2023

SURVEY ON JOB SKILLS
(AD HOC MODULE 2022)

The Hellenic Statistical Authority announces the results of the survey on skills used at work. The survey was conducted in 2022, in parallel with the Labor Force Survey, according to the provisions of the Commission Implementing Regulation (EU) 2020/1642.

The aim of the survey was:

- To investigate the frequency of use of tasks that require physical, mental, or social skills.
- To investigate the degree of automation and standardization in the tasks performed.
- To investigate the degree of autonomy in the performance of the tasks by employees.

The target population of the survey was people aged 15 to 74 who were employed during the survey period or had worked in the last 24 months.

This Release presents the results of the survey regarding the frequency of use of various skills at work.

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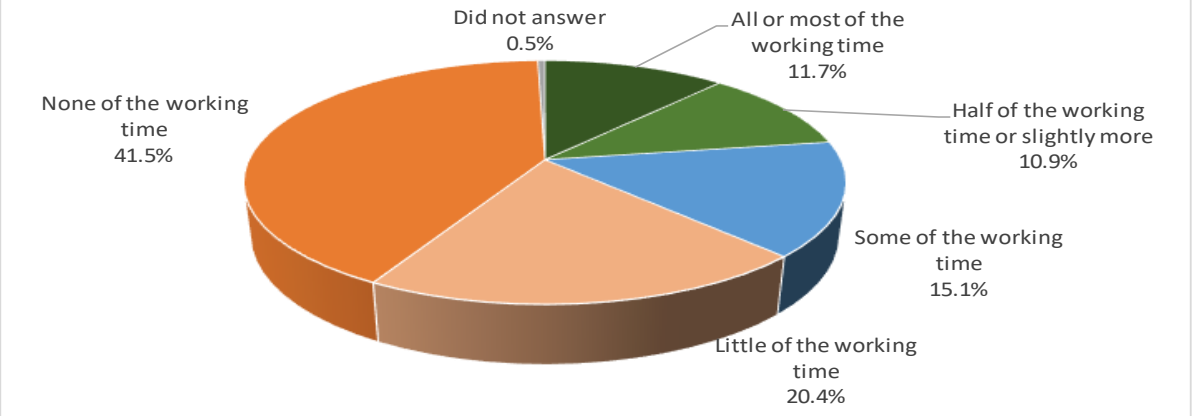
1. Time spent on using digital devices at work

According to survey results, the largest percentage (41.5%) does not use digital devices at all when performing their duties. 11.7% use digital devices all or almost all the working time and 10.9% use them half or a little more than the working time.

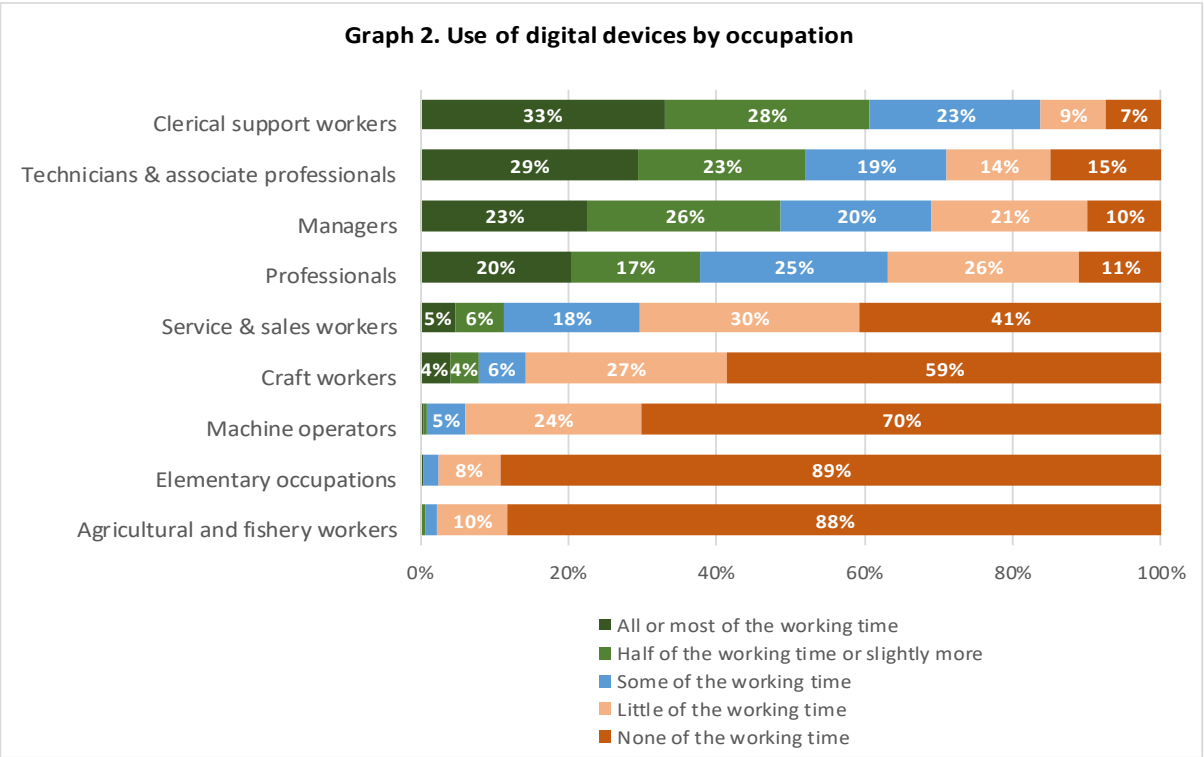
Graph 1. Time spent in using digital devices



Note: Refers to people aged 15 to 74 who were employed during the survey period or had worked in the last 24 months

Considering the time spent using digital devices for the different occupations, the most frequent use is observed in clerical support workers, in technicians and associate professionals and in managers. The lowest use occurs among elementary occupations and agricultural and fishery workers.

Graph 2. Use of digital devices by occupation

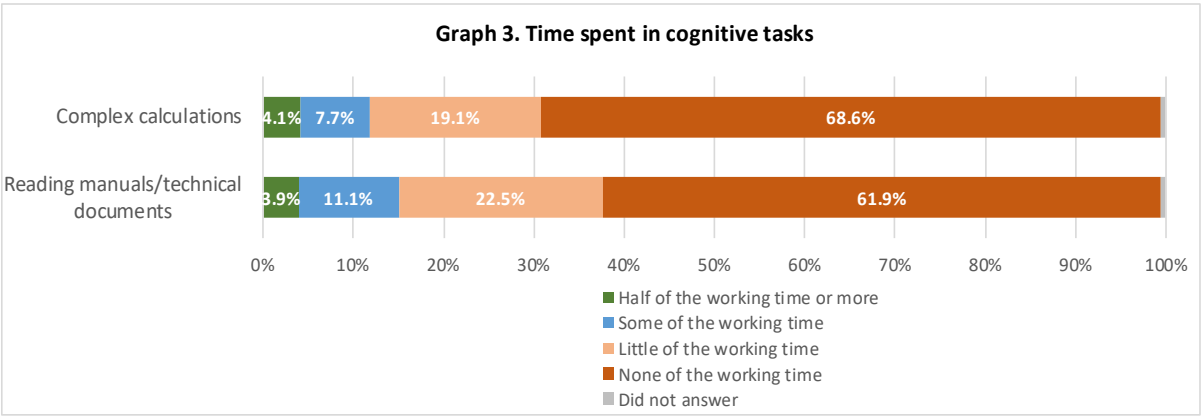


Note: Refers to people aged 15 to 74 who were employed during the survey period

2. Time spent in cognitive tasks: reading work-related manuals and technical documents and doing relatively complex calculations

The percentage of persons who say they spend half or more of their working time reading manuals and technical documents amounts to 3.9%, whereas the percentage of those who engage in complex calculations, amounts to 4.1% (Graph 3).

Graph 3. Time spent in cognitive tasks



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Examining the time spent in tasks involving cognitive processes by occupation, sex and age groups, it is observed that the percentage of those who dedicate half or more of their working time to them is higher for managers, professionals, and technicians and associate professionals.

In particular, the percentage is higher in total males as compared to total females (10.2% vs 9.7%), while it varies by sex and occupation, as the percentages are higher among males with the exception of technicians & associate professionals and clerical support workers. When combining sex and age, cognitive processes are observed more frequently in men aged 35-54 and women aged 15-34 (10.7% and 12.2%, respectively).

Table 1. Percentage of persons who spent more than half of their working time reading technical manuals or doing complex calculations

	Males				Females			
	Total	**15-34**	**35-54**	**55-74**	**Total**	**15-34**	**35-54**	**55-74**
TOTAL	**10.2%**	**9.8%**	**10.7%**	**9.5%**	**9.7%**	**12.2%**	**9.4%**	**7.6%**
Managers	25.4%	43.5%	24.0%	21.4%	11.5%	0.0%	15.3%	10.0%
Professionals	28.3%	22.1%	30.5%	29.1%	16.4%	17.5%	16.3%	15.1%
Technicians & associate professionals	21.6%	26.1%	17.6%	29.2%	24.7%	15.5%	27.0%	37.4%
Clerical support workers	10.5%	11.3%	11.2%	5.9%	11.4%	15.6%	10.1%	10.3%
Service & sales workers	5.5%	3.8%	7.1%	3.3%	4.5%	8.2%	2.9%	2.4%
Agricultural and fishery workers	0.4%	0.5%	0.7%	0.0%	0.5%	0.0%	1.0%	0.0%
Craft workers	5.1%	5.4%	5.9%	2.5%	3.6%	6.0%	3.8%	0.0%
Machine operators	0.7%	2.2%	0.4%	0.1%	0.0%	0.0%	0.0%	0.0%
Elementary occupations	0.5%	0.0%	1.1%	0.0%	0.2%	0.0%	0.3%	0.0%

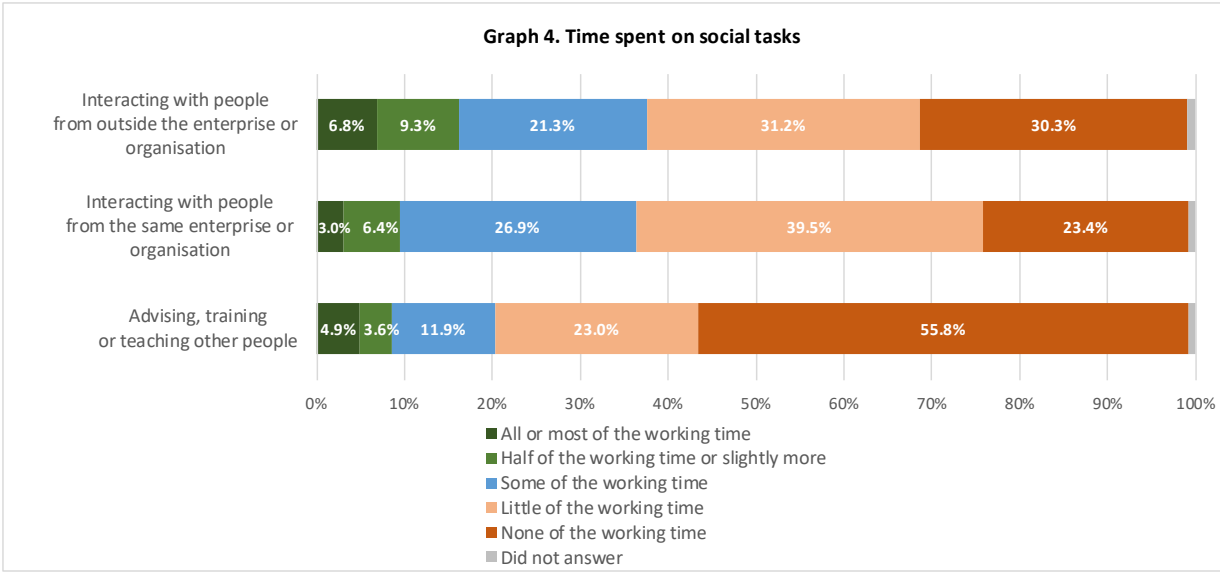
Note: Refers to people aged 15 to 74 who were employed during the survey period

3. Time spent on tasks that require social skills: Interacting with people inside or outside the enterprise and training or educating others

Overall, the largest percentage of time is spent interacting with people outside the enterprise, while the next largest in interaction with people inside the enterprise (Graph 4).

Moreover, it is observed that the average time spent by employees on tasks requiring social skills is significantly higher for persons with higher educational level (Graph 5).

Graph 4. Time spent on social tasks



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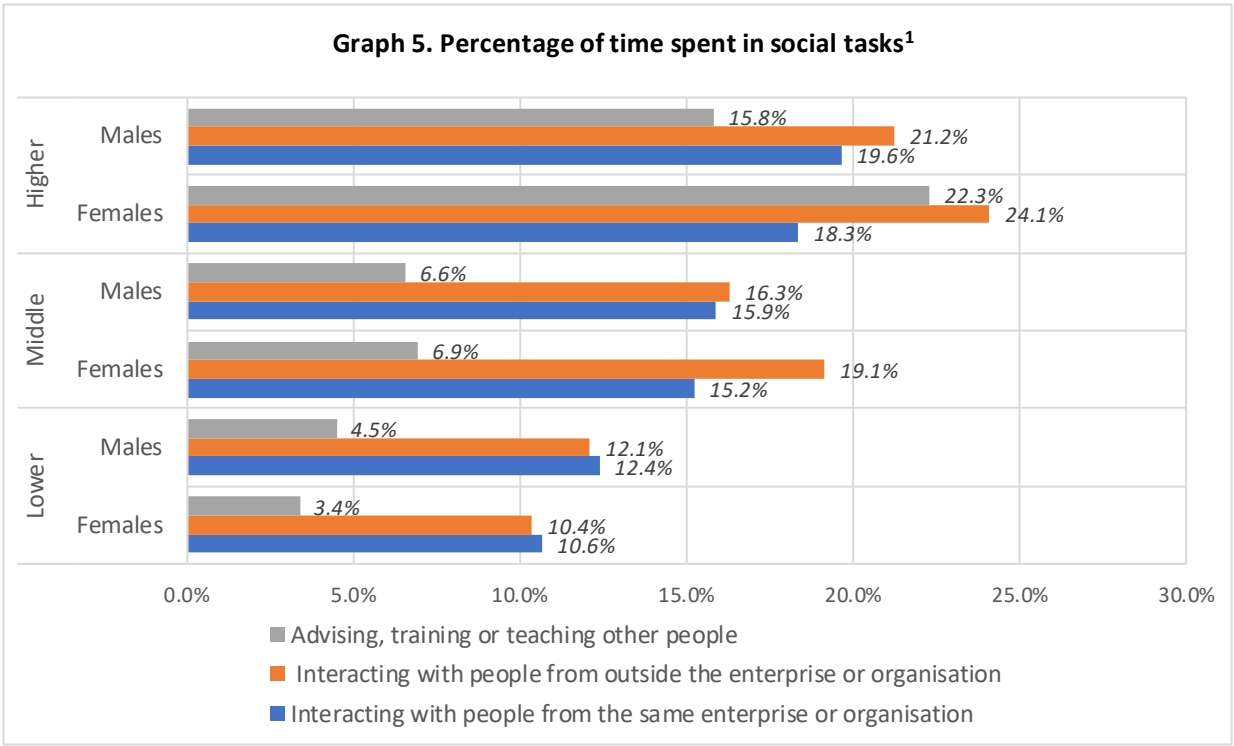
Graph 5. Percentage of time spent in social tasks[1]



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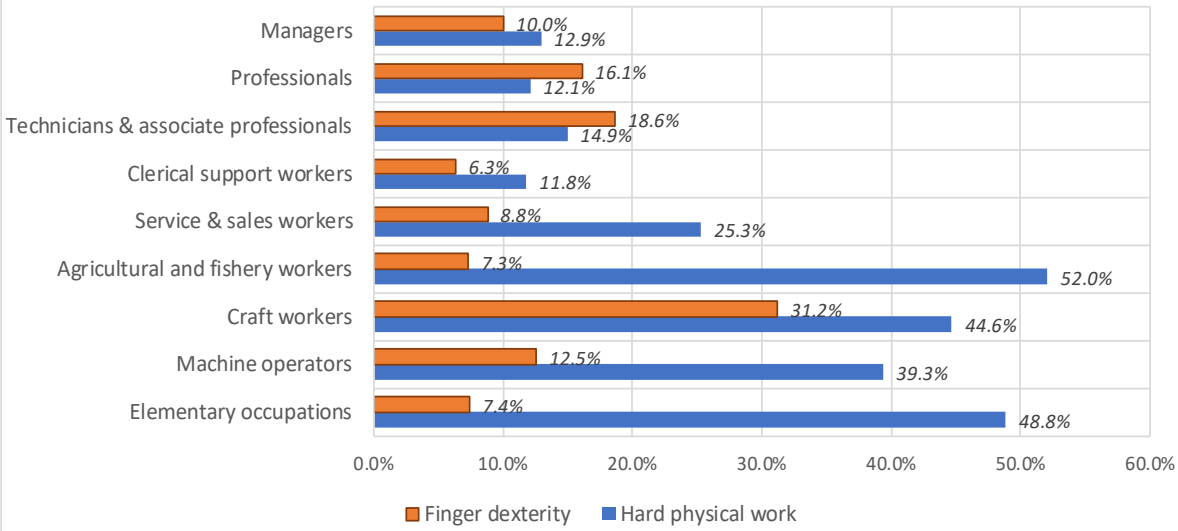
4. Time spent in tasks involving hard physical work or finger dexterity

Skilled agricultural and fishery workers, elementary occupations and craft workers report more often that their tasks involve hard physical work, whereas craft workers, technicians and associate professionals and professionals report more time spent in tasks demanding finger dexterity (Graph 6[1]).

Graph 6: Percentage of time spent in tasks involving hard physical work or finger dexterity



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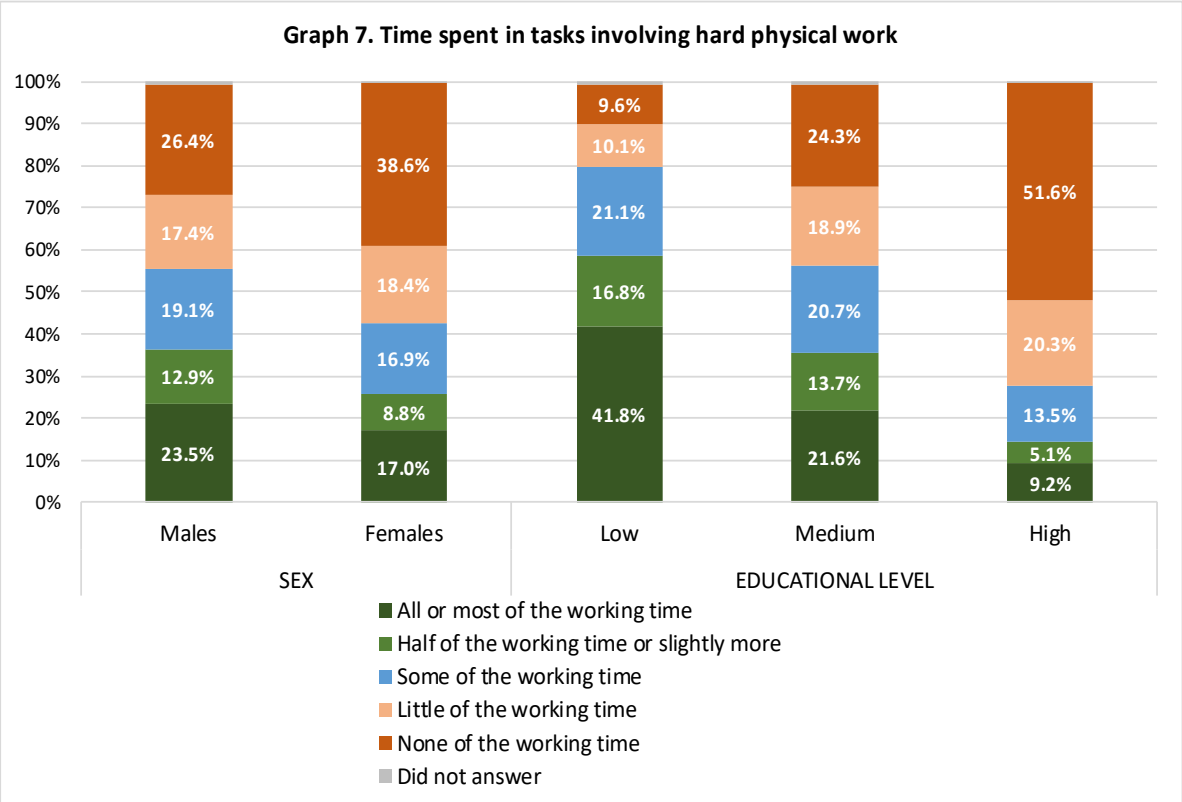
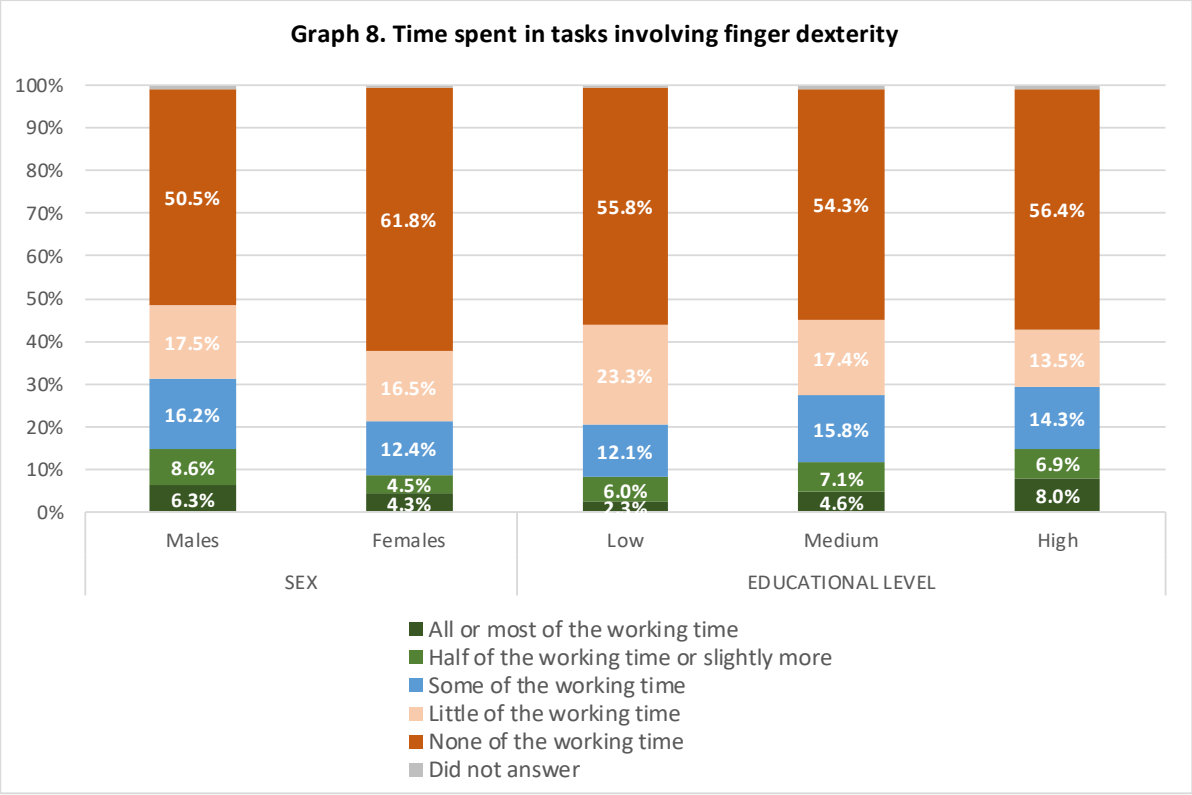
Significant differences are observed between males and females, as well as among workers of different educational levels. More specifically, more than half of males (55.5%) report that they spend some, or more, of their working time in hard physical work, whereas the corresponding percentage for females is 42.7%. Accordingly, 79.7% of persons with up to lower secondary education spend (at least) some time on hard physical work, whereas the corresponding percentage for people with higher education is 27.8% (Graph 7).

[1] The calculation of the percentage of time was made with the following assignment:
All or most of the working time: 75% Half of the working time or slightly more: 50%
Some of the working time: 25% Little of the working time: 10% None of the working time: 0%



Note: Refers to people aged 15 to 74 who were employed during the survey period or had worked in the last 24 months

A similar difference is observed between males and females in the time spent in tasks involving finger dexterity. 31.1% of males spend at least some of the working time in such tasks while the corresponding percentage of females is 21.2%. Regarding educational level, it is observed that engagement in tasks requiring finger dexterity increases with the education level (Graph 8).



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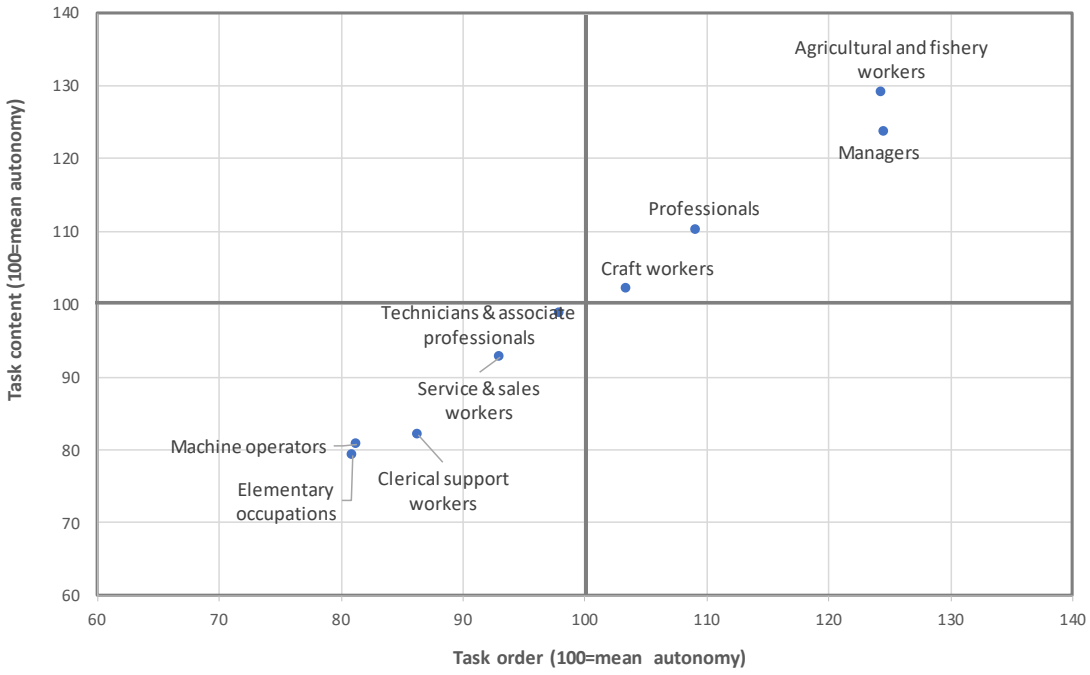
5. Degree of autonomy in the performance of job tasks

The respondents reported the degree of autonomy they have in their work and specifically if they have – and to which degree – the possibility to choose the order of execution of their tasks and the content of their work. Graph 9 shows that there is a strong correlation between the degree of autonomy in the order of execution and the degree of autonomy in the choice of the content of the tasks.

The highest degree of autonomy[2] (both in order and content) is observed in agricultural and fishery workers and in managers, whereas the smallest is observed in elementary workers and machine operators.

Graph 9. Degree of autonomy in the order and content of tasks



Note: Refers to people aged 15 to 74 who were employed during the survey period

6. Tasks implemented following strict procedures

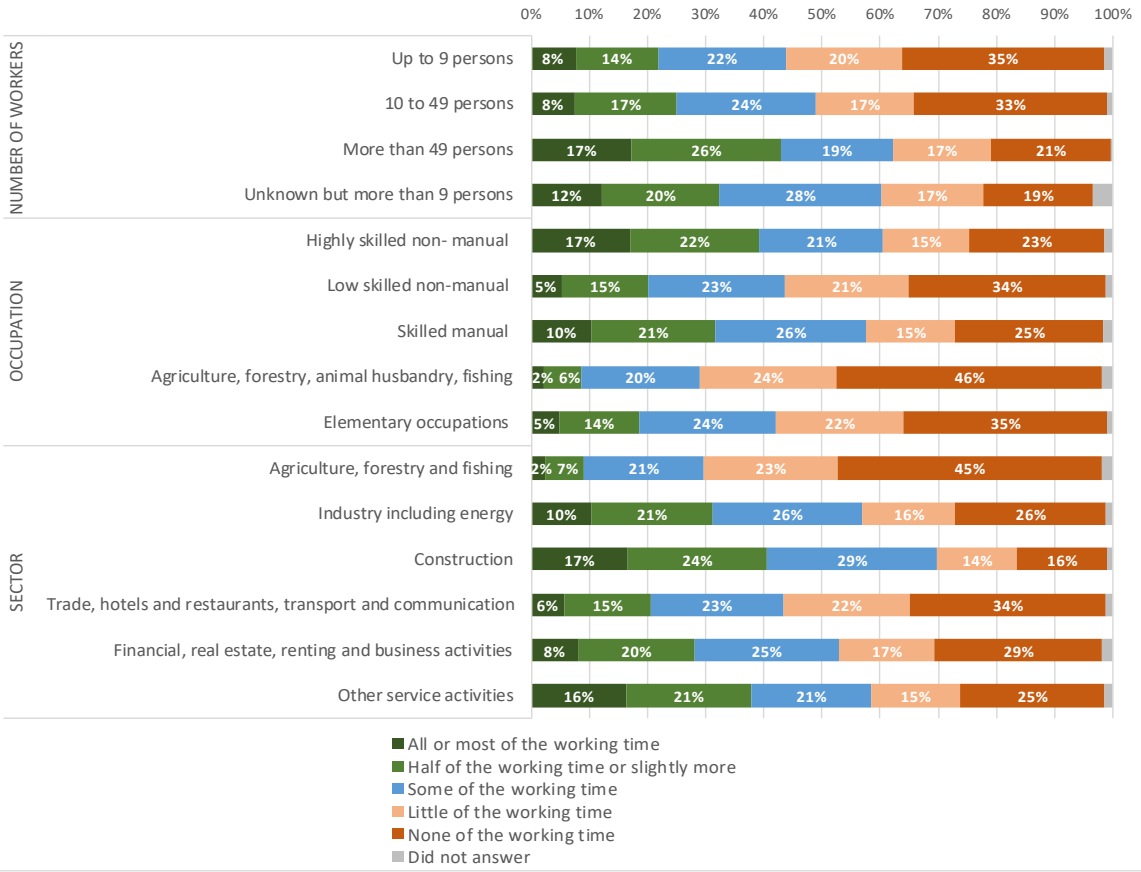
The people surveyed were asked about the extent to which they perform their duties following strict procedures – that is, rules that precisely describe the order and manner in which their tasks must be performed.

It is observed that, in general, the application of strict procedures is more frequent in larger enterprises (with more than 49 employees). For example, the percentage of people who follow such procedures to a very large extent is much higher in these enterprises than in other (Graph 10).

[2] In Figure 9, the origin of the axes is "100" which is the mean autonomy. Values less than 100 indicate a degree of autonomy less than average while values greater than 100 greater (e.g., 80 means 20% below average autonomy while 120 means 20% above average autonomy). The degree of autonomy was computed assigning the value 1 in small autonomy, 2 in some autonomy and 3 in large autonomy.

In terms of occupations, skilled people, whether manual or non-manual, are much more likely to follow strict protocols. As regards the sectors of economic activity, the phenomenon is more pronounced in construction.

Graph 10. Execution of tasks based on strict procedures



Note: Refers to people aged 15 to 74 who were employed during the survey period

EXPLANATORY NOTES

Survey on job skills The ad hoc survey on job skills was conducted in the 4 quarters of 2022 in parallel with the Labor Force Survey. The purpose of the survey was to gather information on the type and frequency of skills that are used by workers in their job and identify the differences in the tasks performed by persons of different sex, age, occupation, employment status and sector of economic activity.

Legislation The design and characteristics of the survey – the time it was conducted, its main objectives and the characteristics it investigated – were determined by the Implementing Regulation 2020/1642.

Reference Period The 24 months prior to the reference week.

Definitions **Use of digital devices**: using a computer, tablet, or smartphone to perform tasks, excluding phone calls.

Work-related manuals: Work-related manuals are documents that provide information that is necessary or useful for the implementation of work tasks.

Technical documents: Complex and detailed documents that require specific skills or knowledge to understand. Simple documents such as emails or letters are not taken into account.

Complex calculations: Calculations involving fractions, percentages, equations, etc., rather than simple calculations involving only integers**.**

Physical work: Refers to activities such as lifting, pushing, pulling or carrying objects, using heavy equipment, lifting or moving people (including children), assuming tiring or painful positions (including standing for a long time).

Finger dexterity: Refers to skillful use of fingers, the ability to make precisely coordinated movements of the fingers in order to grasp, manipulate, or assemble objects. Examples of tasks demanding finger dexterity include surgery, drawing or repairing objects. However, typing (on a keyboard, smartphone etc.) or handwriting are excluded.

Interaction with people from the same enterprise: Communication between two or more people, including face-to-face, phone or video chat. Interactions in written form, via text messages or emails, are not considered.
People from the same business include:
- People from the same company or organization, even if they work in another unit / department / building / local unit,
- Employers if they work in the same company.

Interaction with people from outside the enterprise: Communication between two or more people, including face-to-face, phone or video chat. Interactions in written form, via text messages or emails, are not considered.
People outside the business or organization may include:
Customers, patients (for doctors, nurses), pupils, students (for teachers), children, elderly, disabled (for nurses), passengers (for drivers), visitors (for people working in museums) etc.

Counseling, training or teaching other people: Refers to tasks done within the scope of the respondent's work/duties. Counseling, training, teaching can also take place informally – no classroom or scheduled lessons are necessary.

Level of education:

Up to lower secondary	ISCED: 0, 1, 2
Upper secondary	ISCED: 3, 4
Tertiary	ISCED: 5, 6, 7, 8

Economic sector

Agricultural	NACE Rev.2: A
Industry	NACE Rev.2: B, C, D, E, F
Trade, transportation, accommodation, and food services, banks, scientific activities	NACE Rev.2: G, H, J, K, L, M, N O
Public administration, education, health, arts	NACE Rev.2: P, Q, R, S, T, Y, Z

Occupation

Highly skilled non-manual *(Legislators, senior officials and managers, Professionals, Technicians, and associate professionals)*	ISCO-08: 0,1,2,3
Low skilled non-manual *(Clerks, Service workers and shop and market sale workers)*	ISCO-08: 4,5
Skilled manual *(Craft and related trade workers, Plant and machine operators and assemblers)*	ISCO-08:7,8
Occupations in agriculture, forestry, and fishing *(skilled and non-skilled)*	ISCO-08: 6 and 92
Elementary occupations *(non-skilled workers, except those working in primary sector)*	ISCO-08: 9 except 92

Coverage The target population of the ad hoc survey on job skills comprises all persons 15-74 years old that participated and surveyed for the first time in the Labour Force Survey (about 1/6 of the quarterly sample) and were currently working or had worked during the last 24 months.

Methodology The ad-hoc 2022 survey estimates are produced by means of a suitable unbiased estimator which takes into account a) the probability of selection of every sampled household, b) the response rate in every primary sampling unit, c) the estimated population, allocated by NUTS II region, sex and age group, d) the fact that the sample of the ad-hoc survey is a sub-sample of the total Labour Force Survey's sample.

References More information (tables, methodology) about the ad-hoc module can be found on ELSTAT's website:

https://www.statistics.gr/en/statistics/-/publication/SJO35/-