



LABOR MARKET INFORMATION SERVICES



TODAY'S OCCUPATIONS

A COLLECTION OF HIGH DEMAND, HIGH WAGE
OCCUPATIONS REQUIRING LESS THAN A
BACHELOR'S DEGREE

TABLE OF CONTENTS

Executive Summary.....	03
About the Listings.....	04
Typical Education Needed for Entry.....	04
Work Experience in a Related Occupation.....	04
Typical On-the-Job Training Needed to Attain Competency in the Occupation.....	05
How to Read the Occupation Details.....	05
Occupations by Educational Attainment	
No Formal Education Credential.....	06
High School Diploma or Equivalent.....	08
Some College, No Degree.....	46
Postsecondary Nondegree Award.....	47
Associate Degree.....	54
Annual Wage by Career Cluster Tables.....	62

This publication was produced by the Labor Market Information Services (LMIS) division of the Kansas Department of Labor (KDOL). For questions about this report please email KDOL.Laborstats@ks.gov.

Scan the QR code below to visit the KLIC website for additional resources!



U.S. Department of Labor Grant Product Attribution and Disclaimer

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.

* Executive Summary

- A total of 56 occupations met the criteria for being considered a high demand, high wage occupation requiring less than a baccalaureate degree.
- Twenty-seven occupations in this publication have no formal educational credential or require only a high school diploma or equivalent, in addition to typically requiring no work experience for entry in the occupation. The estimated entry level wage for these 27 occupations ranges from \$14.24 to \$24.02 per hour.
- Heavy and tractor-trailer truck drivers are expected to record the most openings annually from 2020 through 2030, with an estimated 2,643 openings per year in Kansas. Three additional occupations are expected to have over 1,000 openings per year. Each of these occupations has an estimated entry level wage over \$14.00 per hour.
 - Sales representatives, wholesale and manufacturing, except technical and scientific products (\$20.26)
 - First-line supervisors of retail sales workers (\$14.97)
 - First-line supervisors of office and administrative support workers (\$19.52)
- A total of 30 high demand, high wage occupations listed in this publication have an estimated entry level hourly wage of at least \$18.00 per hour. The five occupations with the highest estimated entry level hourly wage were:
 - Transportation, storage, and distribution managers (\$35.48)
 - Dental hygienists (\$32.41)
 - Diagnostic medical sonographers (\$32.38)
 - Farmers, ranchers, and other agricultural managers (\$27.13)
 - Respiratory therapists (\$25.84)
- Four occupations listed in this publication typically require only a high school diploma or equivalent and an apprenticeship. Each of these occupations has an estimated entry level hourly wage over \$16.00.
 - Carpenters (\$16.09)
 - Electricians (\$18.94)
 - Plumbers, pipefitters, and steamfitters (\$18.20)
 - Sheet metal workers (\$16.51)
- Only 16 of the 56 occupations listed in this publication typically require more than a high school diploma:
 - Eight occupations typically require an associate degree
 - Seven occupations typically require a postsecondary nondegree award
 - One occupation typically requires some college, but no degree

*About the Listings

We have provided a complete picture of each occupation in this guide, organized by the level of education required. This could be no formal educational credential; high school diploma or equivalent; some college, no degree; postsecondary nondegree award; or associate degree.

For each occupation you will find annual openings, the average annual growth rate, wage information, training and work experience information, a brief description of the occupation, and potential job titles for the occupation. In addition, you will find a listing of knowledge, skills, abilities, and technology commonly associated with each occupation.

Occupations in this publication were selected from the Kansas Department of Labor's 2023 High Demand Occupations list. Only occupations with a median wage higher than that of the statewide median wage for all occupations were selected. Wage estimates were obtained from the 2023 Edition of the Kansas Wage Survey, while average annual growth and annual openings were obtained from the 2020-2030 Statewide Long-term Projections. Each of these publications can be found on the Kansas Labor Information Center (KLIC) website at www.klic.dol.ks.gov.

Education, training, and work experience were obtained from the Bureau of Labor Statistics (BLS), more information can be found here <https://www.bls.gov/emp/tables/education-and-training-by-occupation.htm>

Knowledge, skills, abilities, and technology information were obtained from O*NET's MyNextMove website <https://www.mynextmove.org/>.

*Typical Education Needed for Entry

Associate degree: Completion of this degree usually requires at least 2 years but not more than 4 years of full-time academic study beyond high school.

Postsecondary nondegree award: These programs lead to a certificate or other award, but not a degree. The certificate is awarded by the educational institution and is the result of completing formal postsecondary schooling. Certification, issued by a professional organization or certifying body, is not included here. Some postsecondary nondegree award programs last only a few weeks, while others may last 1 to 2 years.

Some college, no degree: This category signifies the achievement of a high school diploma or equivalent plus the completion of one or more postsecondary courses that did not result in a degree or award.

High school diploma or equivalent: This category indicates the completion of high school or an equivalent program resulting in the award of a high school diploma or an equivalent, such as the General Education Development (GED) credential.

No formal educational credential: This category signifies that a formal credential issued by an educational institution, such as a high school diploma or postsecondary certificate, is not typically needed for entry into the occupation.

*Work Experience in a Related Occupation

5 years or more: This is assigned to occupations if 5 or more years of work experience in a related occupation is typically needed for entry.

Less than 5 years: To enter occupations in this category, workers typically need less than 5 years of work experience in a related occupation.

None: No work experience in a related occupation is typically needed.

* Typical On-the-Job Training Needed to Attain Competency in the Occupation

Apprenticeship: An apprenticeship is a formal relationship between a worker and sponsor that consists of a combination of on-the-job training and related occupation-specific technical instruction in which the worker learns the practical and theoretical aspects of an occupation. Apprenticeship programs are sponsored by individual employers, joint employer-and-labor groups, and employer associations. The typical apprenticeship program provides at least 144 hours of occupation-specific technical instruction and 2,000 hours of on-the-job training per year, over a 3- to 5-year period.

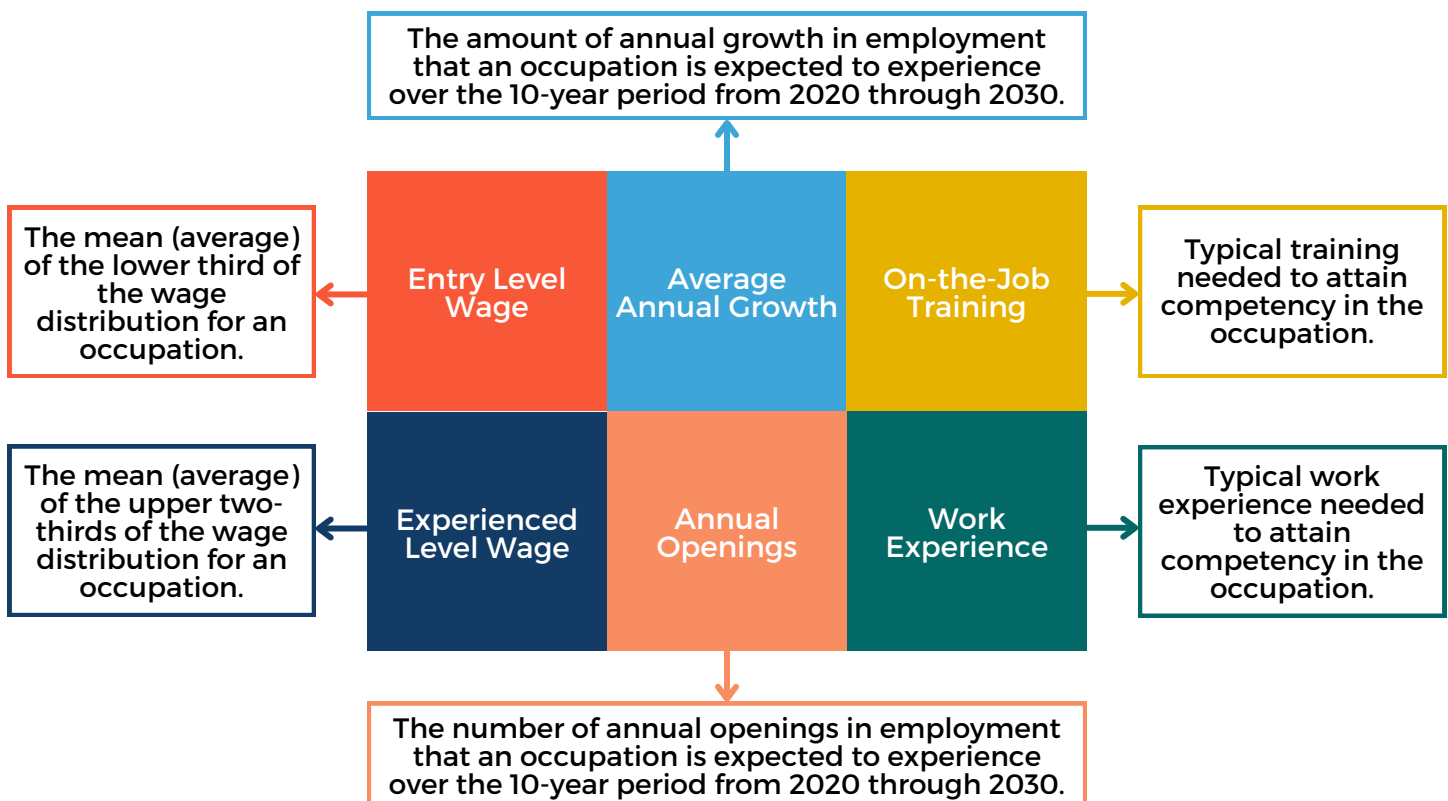
Long-term on-the-job training: More than 12 months of on-the-job training or, alternatively, combined work experience and formal classroom instruction. Also included in the long-term on-the-job training category are occupations in which workers typically need to possess a natural ability or talent—including musicians and singers, athletes, dancers, photographers, and actors—and that ability or talent must be cultivated over several years, sometimes in a nonwork setting. This category excludes apprenticeships.

Moderate-term on-the-job training: More than 1 month and up to 12 months of combined on-the-job experience and informal training.

Short-term on-the-job training: One month or less of on-the-job experience and informal training. Training is occupation-specific rather than job-specific; therefore, skills learned can be transferred to another job in the same occupation. This on-the-job training category also includes employer-sponsored training programs. Examples of occupations in the short-term on-the-job training category include retail salespersons and maids and housekeeping cleaners.

None: There is no additional occupation-specific training or preparation typically required to attain competency in the occupation.

* How to Read the Occupation Details





\$18.28
Entry Level
Wage

0.4%
Average
Annual Growth

**MODERATE-
TERM**
on-the-job
training

\$26.15
Experienced
Level Wage

251
Annual
Openings

NO
Work
Experience

Cement Masons & Concrete Finishers

Also called: Cement Finisher, Finisher

Smooth and finish surfaces of poured concrete, such as floors, walks, sidewalks, roads, or curbs using a variety of hand and power tools. Align forms for sidewalks, curbs, or gutters; patch voids; and use saws to cut expansion joints.

Knowledge

Engineering & Technology

- building and construction

Safety & Government

- public safety and security

Math & Science

- arithmetic, algebra, geometry, calculus, or statistics

Arts & Humanities

- English language

Skills

Basic Skills

- keeping track of how well people and/or groups are doing in order to make improvements
- talking to others

Problem Solving

- noticing a problem and figuring out the best way to solve it

Abilities

Physical Strength

- use your lower back and stomach

Endurance

- exercise for a long time without getting out of breath

Hand & Finger Use

- keep your arm or hand steady
- hold or move items with your hands

Controlled Movement

- use your arms and/or legs together while sitting, standing, or lying down
- quickly change the controls of a machine, car, truck or boat

Technology

You might use software like this:

Project Management

- National Concrete & Masonry Estimator
- Tradesman's Software Master Estimator

Analytical or Scientific

- ADAPT-Modeler
- Shilstone seeMIX

Accounting

- Sirius GT Construction Accounting



\$16.15
Entry Level
Wage

-0.3%
Average
Annual Growth

**MODERATE-
TERM**
on-the-job
training

\$25.31
Experienced
Level Wage

264
Annual
Openings

NO
Work
Experience

Painters, Construction & Maintenance

Also called: Facilities Painter, Industrial Painter, Maintenance Painter, Painter

Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency.

Knowledge

Safety & Government

- public safety and security

Business

- customer service
- management

Engineering & Technology

- building and construction

Arts & Humanities

- English language

Skills

Basic Skills

- listening to others, not interrupting, and asking good questions
- thinking about the pros and cons of different ways to solve a problem

Social

- understanding people's reactions

Abilities

Endurance

- exercise for a long time without getting out of breath

Hand & Finger Use

- keep your arm or hand steady
- hold or move items with your hands

Technology

You might use software like this:

Spreadsheet

- Microsoft Excel

Project Management

- Evergreen Technology Eagle Bid Estimating
- Turtle Creek Software Goldenseal

Graphics or Photo Imaging

- Corel Paint Shop Pro
- Corel Painter



\$20.46

Entry Level Wage

Average Annual Growth

MODERATE-TERM
on-the-job training

\$30.51

Experienced Level Wage

Annual Openings

NO
Work Experience

Aircraft Structure, Surfaces, Rigging, & Systems Assemblers

Also called: Sheet Metal Assembler and Riveter, Sheet Metal Mechanic, Structures Technician

Assemble, fit, fasten, and install parts of airplanes, space vehicles, or missiles, such as tails, wings, fuselage, bulkheads, stabilizers, landing gear, rigging and control equipment, or heating and ventilating systems.

Knowledge

Education and Training

- teaching and course design

Engineering & Technology

- mechanical

Math & Science

- arithmetic, algebra, geometry, calculus, or statistics

Arts & Humanities

- English language

Skills

Basic Skills

- keeping track of how well people and/or groups are doing in order to make improvements
- listening to others, not interrupting, and asking good questions

Problem Solving

- noticing a problem and figuring out the best way to solve it

Abilities

Verbal

- read and understand what is written
- listen and understand what people say

Ideas & Logic

- notice when problems happen
- order or arrange things

Hand & Finger Use

- put together small parts with your fingers
- hold or move items with your hands

Technology

You might use software like this:

Spreadsheet

- Microsoft Excel

Electronic Mail

- Microsoft Outlook

Enterprise Resource Planning ERP

- SAP software



\$15.97
Entry Level
Wage

0.4%
Average
Annual Growth

LONG-TERM
on-the-job
training

\$27.16
Experienced
Level Wage

172
Annual
Openings

NO
Work
Experience

Automotive Body & Related Repairers

Also called: Auto Body Man, Automotive Body Technician, Body Man, Body Technician

Repair and refinish automotive vehicle bodies and straighten vehicle frames.

Knowledge

Engineering & Technology

- mechanical

Business

- customer service

Math & Science

- arithmetic, algebra, geometry, calculus, or statistics

Manufactured or Agricultural Goods

- manufacture and distribution of products

Skills

Basic Skills

- keeping track of how well people and/or groups are doing in order to make improvements
- listening to others, not interrupting, and asking good questions

Problem Solving

- noticing a problem and figuring out the best way to solve it

Abilities

Ideas & Logic

- notice when problems happen
- order or arrange things

Hand & Finger Use

- keep your arm or hand steady
- hold or move items with your hands

Technology

You might use software like this:

Operating System

- Microsoft Windows

Word Processing

- Microsoft OneNote
- Microsoft Word

Analytical or Scientific

- Collision damage estimation software
- Swan River Estimiser Pro



\$18.43
Entry Level Wage

0.7%
Average Annual Growth

LONG-TERM
on-the-job training

\$28.46
Experienced Level Wage

273
Annual Openings

NO
Work Experience

Bus & Truck Mechanics & Diesel Engine Specialists

Also called: Diesel Mechanic, Diesel Technician

Diagnose, adjust, repair, or overhaul buses and trucks, or maintain and repair any type of diesel engines. Includes mechanics working primarily with automobile or marine diesel engines.

Knowledge

Transportation

- movement of people or goods by air, rail, sea, or road

Engineering & Technology

- mechanical
- computers and electronics

Education and Training

- teaching and course design

Arts & Humanities

- English language

Skills

Basic Skills

- thinking about the pros and cons of different ways to solve a problem
- talking to others

Problem Solving

- noticing a problem and figuring out the best way to solve it

Abilities

Controlled Movement

- quickly change the controls of a machine, car, truck, or boat
- use your arms and/or legs together while sitting, standing, or lying down

Ideas & Logic

- notice when problems happen
- use rules to solve problems

Hand & Finger Use

- keep your arm or hand steady
- hold or move items with your hands

Hearing & Speech

- tell the difference between sounds

Technology

You might use software like this:

Computer Aided Design CAD

- Autodesk AutoCAD
- Dassault Systemes SolidWorks

Facilities Management

- Computerized maintenance management system software CMMS
- Shop management software

Analytical or Scientific

- Cummins INSITE
- Engine diagnostic software



\$16.09
Entry Level
Wage

0.7%
Average
Annual Growth

**APPRENTICE
SHIP**

\$28.47
Experienced
Level Wage

771
Annual
Openings

NO
Work
Experience

Carpenters

Also called: Cabinet Maker, Form Carpenter, Scaffold Builder

Construct, erect, install, or repair structures and fixtures made of wood and comparable materials, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall, and batt or roll insulation. Includes brattice builders who build doors or brattices in underground passageways.

Knowledge

Engineering & Technology

- design
- building and construction

Business

- customer service
- management

Math & Science

- physics
- arithmetic, algebra, geometry, calculus, or statistics

Safety & Government

- public safety and security

Skills

Basic Skills

- keeping track of how well people and/or groups are doing in order to make improvements
- listening to others, not interrupting, and asking good questions

Problem Solving

- noticing a problem and figuring out the best way to solve it

Abilities

Physical Strength

- use your lower back and stomach

Ideas & Logic

- notice when problems happen
- order or arrange things

Hand & Finger Use

- put together small parts with your fingers
- hold or move items with your hands

Spatial

- imagine how something will look after it is moved around or changed

Technology

You might use software like this:

Accounting

- Intuit QuickBooks
- Quicken

Project Management

- Turtle Creek Software Goldenseal
- VirtualBoss

Word Processing

- Microsoft Word
- Wilhelm Publishing Threshold



\$16.64
Entry Level Wage

1.8%
Average Annual Growth

NO
on-the-job training

\$29.23
Experienced Level Wage

109
Annual Openings

5 YEARS OR MORE
Work Experience

Chefs & Head Cooks

Also called: Executive Chef, Sous Chef

Direct and may participate in the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies, and keep records and accounts.

Knowledge

Education & Training

- teaching and course design

Business

- customer service
- management

Math & Science

- arithmetic, algebra, geometry, calculus, or statistics

Manufactured or Agricultural Goods

- food production
- manufacture and distribution of products

Skills

Basic Skills

- keeping track of how well people and/or groups are doing in order to make improvements
- talking to others

Social

- changing what is done based on other people's actions
- understanding people's reactions

Resource Management

- managing your time and the time of other people
- selecting and managing the best workers for a job

Abilities

Verbal

- communicate by speaking
- listen and understand what people say

Ideas & Logic

- notice when problems happen
- use rules to solve problems

Hand & Finger Use

- hold or move items with your hands

Attention

- pay attention to something without being distracted
- do two or more things at the same time

Technology

You might use software like this:

Spreadsheet

- Microsoft Excel
- Google Sheets

Instant Messaging

- GroupMe

Database User Interface & Query

- Culinary Software Services ChefTec
- ReServe Interactive



\$24.02
Entry Level Wage

-0.4%
Average Annual Growth

LONG-TERM
on-the-job training

\$40.17
Experienced Level Wage

213
Annual Openings

NO
Work Experience

Claims Adjusters, Examiners, & Investigators

Also called: Claims Adjuster, Claims Analyst, Claims Examiner, Claims Representative

Review settled claims to determine that payments and settlements are made in accordance with company practices and procedures. Confer with legal counsel on claims requiring litigation. May also settle insurance claims.

Knowledge

Engineering & Technology

- computer and electronics

Math & Science

- arithmetic, algebra, geometry, calculus, or statistics

Business

- customer service
- administrative services

Arts & Humanities

- English language

Skills

Basic Skills

- listening to others, not interrupting, and asking good questions
- reading work related information

People & Technology Systems

- thinking about the pros/cons of different options and picking the best one
- figuring out how a system works and how changes in the future will affect it

Problem Solving

- noticing a problem and figuring out the best way to solve it

Abilities

Verbal

- read and understand what is written
- communicate by speaking

Ideas & Logic

- make general rules or come up with answers from lots of detailed information
- use rules to solve problems

Math

- add, subtract, multiply, or divide

Visual Understanding

- see hidden patterns
- quickly compare groups of letters, numbers, pictures, or other things

Technology

You might use software like this:

Database User Interface & Query

- Microsoft Access
- Xactware Xactimate

Video Conferencing

- Zoom

Document Management

- Document management system software
- InSystems Calligo Document Management System



\$15.79
Entry Level Wage

0.8%
Average Annual Growth

MODERATE-TERM
on-the-job training

\$23.98
Experienced Level Wage

224
Annual Openings

NO
Work Experience

Coating, Painting, & Spraying Machine Setters, Operators, & Tenders

Also called: Automotive Painter, Coater Operator, Paint Technician, Painter

Set up, operate, or tend spraying or rolling machines to coat or paint any of a wide variety of products, including glassware, cloth, ceramics, metal, plastic, paper, or wood, with lacquer, silver, copper, rubber, varnish, glaze, enamel, oil, or rust-proofing materials.

Knowledge

Engineering & Technology

- mechanical

Arts & Humanities

- English language

Skills

Basic Skills

- keeping track of how well people and/or groups are doing in order to make improvements

Problem Solving

- noticing a problem and figuring out the best way to solve it

Abilities

Hand & Finger Use

- keep your arm or hand steady
- hold or move items with your hands

Controlled Movement

- quickly change the controls of a machine, car, truck, or boat
- use your arms and/or legs together while sitting, standing, or lying down

Technology

You might use software like this:

Spreadsheet

- Microsoft Excel

Electronic Mail

- Microsoft Outlook

Inventory Management

- Inventory control software
- Inventory management systems



\$16.95
Entry Level
Wage

1.0%
Average
Annual Growth

**MODERATE-
TERM**
on-the-job
training

\$25.14
Experienced
Level Wage

232
Annual
Openings

NO
Work
Experience

Computer Numerically Controlled Tool Operators

Also called: CNC Machinist, CNC Operator, Machine Operator, Machinist

Operate computer-controlled tools, machines, or robots to machine or process parts, tools, or other work pieces made of metal, plastic, wood, stone, or other materials. May also set up and maintain equipment.

Knowledge

Manufactured or Agricultural Goods

- manufacture and distribution of products

Engineering & Technology

- mechanical
- product and service development

Math & Science

- arithmetic, algebra, geometry, calculus, or statistics

Arts & Humanities

- English language

Skills

Basic Skills

- keeping track of how well people and/or groups are doing in order to make improvements
- thinking about the pros and cons of different ways to solve a problem

Problem Solving

- noticing a problem and figuring out the best way to solve it

Abilities

Visual Understanding

- quickly compare groups of letters, numbers, pictures, or other things

Ideas & Logic

- notice when problems happen
- order or arrange things

Hand & Finger Use

- keep your arm or hand steady
- hold or move items with your hands

Controlled Movement

- quickly change the controls of a machine, car, truck, or boat
- change when and how fast you move based on how something else is moving

Technology

You might use software like this:

Computer Aided Design CAD

- Autodesk AutoCAD
- Dassault Systemes SolidWorks

Video Conferencing

- FaceTime

Computer Aided Manufacturing CAM

- 1CadCam Unigraphics
- Vero International VISI-Series



\$20.51
Entry Level
Wage

0.6%
Average
Annual Growth

**MODERATE-
TERM**
on-the-job
training

\$32.00
Experienced
Level Wage

108
Annual
Openings

**5 YEARS
OR MORE**
Work
Experience

Construction & Building Inspectors

Also called: Building Official, Plumbing Inspector

Inspect structures using engineering skills to determine structural soundness and compliance with specifications, building codes, and other regulations. Inspections may be general in nature or may be limited to a specific area, such as electrical systems or plumbing.

Knowledge

Engineering & Technology

- building and construction
- product and service development

Business

- customer service
- management

Math & Science

- arithmetic, algebra, geometry, calculus, or statistics

Arts & Humanities

- English language

Skills

Basic Skills

- listening to others, not interrupting, and asking good questions
- reading work related information

Problem Solving

- noticing a problem and figuring out the best way to solve it

People & Technology Systems

- thinking about the pros/cons of different options and picking the best one
- measuring how well a system is working and how to improve it

Abilities

Verbal

- communicate by speaking
- listen and understand what people say

Ideas & Logic

- notice when problems happen
- make general rules or come up with answers from lots of detailed information

Visual Understanding

- see hidden patterns
- quickly compare groups of letters, numbers, pictures, or other things

Technology

You might use software like this:

Presentation

- Microsoft Powerpoint

Electronic Mail

- Email software
- Microsoft Outlook

Word Processing

- Inspection Depot Home Guide System
- Microsoft Word



\$14.24
Entry Level
Wage

0.8%
Average
Annual Growth

**MODERATE-
TERM**
on-the-job
training

\$27.83
Experienced
Level Wage

189
Annual
Openings

NO
Work
Experience

Dispatchers, Except Police, Fire, & Ambulance

Also called: City Dispatcher, Taxi Dispatcher, Train Dispatcher

Schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers, or for normal installation, service, or emergency repairs rendered outside the place of business. Duties may include using radio, telephone, or computer to transmit assignments and compiling statistics and reports on work progress.

Knowledge

Safety and Government

- public safety and security

Business

- customer service
- management

Transportation

- movement of people or goods by air, rail, sea, or road

Arts & Humanities

- English language

Skills

Basic Skills

- listening to others, not interrupting, and asking good questions
- talking to others

Problem Solving

- noticing a problem and figuring out the best way to solve it

Social

- looking for ways to help people
- changing what is done based on other people's actions

Abilities

Verbal

- communicate by speaking
- listen and understand what people say

Ideas & Logic

- notice when problems happen
- use rules to solve problems

Attention

- pay attention to something without being distracted

Technology

You might use software like this:

Enterprise Resource Planning ERP

- Microsoft Dynamics
- SAP software

Presentation

- Microsoft PowerPoint

Mobile Location Based Services

- Global positioning system GPS software
- Situation resource tracking software



\$18.94
Entry Level Wage

0.5%
Average Annual Growth

APPRENTICESHIP

\$33.54
Experienced Level Wage

573
Annual Openings

NO
Work Experience

Electricians

Also called: Industrial Electrician, Inside Wireman, Maintenance Electrician

Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.

Knowledge

Engineering & Technology

- building and construction
- mechanical

Business

- customer service
- management

Math & Science

- arithmetic, algebra, geometry, calculus, or statistics

Skills

Basic Skills

- listening to others, not interrupting, and asking good questions
- talking to others

Problem Solving

- noticing a problem and figuring out the best way to solve it

People & Technology Systems

- thinking about the pros/cons of different options and picking the best one
- figuring out how a system works and how changes in the future will affect it

Abilities

Verbal

- communicate by speaking
- listen and understand what people say

Ideas & Logic

- notice when problems happen
- make general rules or come up with answers from lots of detailed information

Hand & Finger Use

- keep your arm or hand steady
- put together small parts with your fingers

Attention

- pay attention to something without being distracted

Technology

You might use software like this:

Word Processing

- Microsoft Word
- Socrates Contractor's Library

Analytical or Scientific

- Construction Master Pro
- SoftEmpire Electrical Calculations

Database User Interface & Query

- Database software
- Shafer Service Systems



\$17.38
Entry Level
Wage

-2.0%
Average
Annual Growth

NO
on-the-job
training

\$30.73
Experienced
Level Wage

598
Annual
Openings

**LESS THAN
5 YEARS**
Work
Experience

Executive Secretaries & Administrative Assistants

Also called: Administrative Secretary, Executive Assistant

Provide high-level administrative support by conducting research, preparing statistical reports, and handling information requests, as well as performing routine administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.

Knowledge

Engineering & Technology

- computer and electronics

Business

- customer service
- administrative services

Arts & Humanities

- English language

Skills

Basic Skills

- listening to others, not interrupting, and asking good questions
- reading work related information

Social

- looking for ways to help people
- changing what is done based on other people's actions

Abilities

Verbal

- communicate by speaking
- communicate by writing

Ideas & Logic

- notice when problems happen
- order or arrange things

Technology

You might use software like this:

Enterprise Resource Planning ERP

- Microsoft Dynamics
- Oracle PeopleSoft

Web Page Creation & Editing

- Google Sites
- LinkedIn

Graphics or Photo Imaging

- Adobe Illustrator
- JamBoard



Farmers, Ranchers, & Other Agricultural Managers

Also called: Aquaculture Director, Farm Manager, Greenhouse Manager, Ranch Manager

Plan, direct, or coordinate the management or operation of farms, ranches, greenhouses, aquacultural operations, nurseries, timber tracts, or other agricultural establishments. May hire, train, and supervise farm workers or contract for services to carry out the day-to-day activities of the managed operation. May engage in or supervise planting, cultivating, harvesting, and financial and marketing activities.

Knowledge

Manufactured or Agricultural Goods

- manufacture and distribution of products
- food production

Business

- management
- human resources (HR)

Math & Science

- arithmetic, algebra, geometry, calculus, or statistics
- biology

Arts & Humanities

- English language

Skills

Basic Skills

- thinking about the pros and cons of different ways to solve a problem
- talking to others

Problem Solving

- noticing a problem and figuring out the best way to solve it

People & Technology Systems

- thinking about the pros/cons of different options and picking the best one
- measuring how well a system is working and how to improve it

Abilities

Verbal

- listen and understand what people say
- communicate by speaking

Ideas & Logic

- notice when problems happen
- use rules to solve problems

Technology

You might use software like this:

Database User Interface & Query

- Ag Leader Technology SMS Advanced
- Microsoft Access

Presentation

- Microsoft PowerPoint

Enterprise Resource Planning ERP

- Midwest Microsystems Cow Sense
- SAP software



\$23.65
Entry Level
Wage

0.5%
Average
Annual Growth

NO
on-the-job
training

\$39.33
Experienced
Level Wage

742
Annual
Openings

**5 YEARS
OR MORE**
Work
Experience

First-Line Supervisors of Construction Trades & Extraction Workers

Also called: Construction Foreman, Electrical Supervisor, Roustabout Field Supervisor

Directly supervise and coordinate activities of construction or extraction workers.

Knowledge

Safety & Government

- public safety and security

Business

- customer service
- management

Engineering & Technology

- building and construction
- mechanical

Arts & Humanities

- English language

Skills

Basic Skills

- listening to others, not interrupting, and asking good questions
- talking to others

Problem Solving

- noticing a problem and figuring out the best way to solve it

Social

- changing what is done based on other people's actions
- understanding people's reactions

Abilities

Verbal

- communicate by speaking
- listen and understand what people say

Ideas & Logic

- notice when problems happen
- order or arrange things

Hand & Finger Use

- hold or move items with your hands

Attention

- pay attention to something without being distracted
- do two or more things at the same time

Technology

You might use software like this:

Project Management

- Microsoft Project
- Oracle Primavera Enterprise Project Portfolio Management

Presentation

- Microsoft PowerPoint

Database User Interface & Query

- Mi-Co Mi-Forms
- Sage 300 Construction and Real Estate



\$15.74 Entry Level Wage	0.9% Average Annual Growth	NO on-the-job training
\$24.82 Experienced Level Wage	220 Annual Openings	LESS THAN 5 YEARS Work Experience

First-Line Supervisors of Housekeeping & Janitorial Workers

Also called: Environmental Services Supervisor, Executive Housekeeper, Maintenance Supervisor

Directly supervise and coordinate work activities of cleaning personnel in hotels, hospitals, offices, and other establishments.

Knowledge

Education & Training

- teaching and course design

Business

- customer service
- management

Safety & Government

- public safety and security

Arts & Humanities

- English language

Skills

Basic Skills

- keeping track of how well people and/or groups are doing in order to make improvements
- talking to others

Problem Solving

- noticing a problem and figuring out the best way to solve it

Social

- looking for ways to help people
- changing what is done based on other people's actions

Abilities

Verbal

- communicate by speaking
- listen and understand what people say

Ideas & Logic

- notice when problems happen
- order or arrange things

Technology

You might use software like this:

Presentation

- Microsoft PowerPoint

Electronic Mail

- Email software
- Microsoft Outlook

Database User Interface & Query

- Facility use software
- Microsoft Access



\$21.98
Entry Level
Wage

0.6%
Average
Annual Growth

NO
on-the-job
training

\$40.79
Experienced
Level Wage

585
Annual
Openings

**LESS THAN
5 YEARS**
Work
Experience

First-Line Supervisors of Mechanics, Installers, & Repairers

Also called: Maintenance Foreman, Maintenance Manager, Maintenance Supervisor

Directly supervise and coordinate the activities of mechanics, installers, and repairers. May also advise customers on recommended services. Excludes team or work leaders.

Knowledge

Engineering & Technology

- mechanical

Business

- customer service
- management

Math & Science

- arithmetic, algebra, geometry, calculus, or statistics

Arts & Humanities

- English language

Skills

Basic Skills

- keeping track of how well people and/or groups are doing in order to make improvements
- talking to others

People and Technology Systems

- thinking about the pros/cons of different options and picking the best one
- figuring out how a system works and how changes in the future will affect it

Resource Management

- selecting and managing the best workers for a job
- managing your time and the time of other people

Abilities

Verbal

- communicate by speaking
- listen and understand what people say

Ideas & Logic

- make general rules or come up with answers from lots of detailed information
- use rules to solve problems

Hearing & Speech

- recognize spoken words
- speak clearly

Visual Understanding

- see hidden patterns

Technology

You might use software like this:

Enterprise Resources Planning ERP

- SAP software
- Microsoft Dynamics

Presentation

- Microsoft PowerPoint

Database User Interface & Query

- Microsoft Access
- Yardi software



\$19.52 Entry Level Wage	0.1% Average Annual Growth	NO on-the-job training
\$33.36 Experienced Level Wage	1,280 Annual Openings	LESS THAN 5 YEARS Work Experience

First-Line Supervisors of Office & Administrative Support Workers

Also called: Accounting Manager, Customer Service Supervisor, Office Manager

Directly supervise and coordinate the activities of clerical and administrative support workers.

Knowledge

Engineering & Technology

- computers and electronics

Business

- customer service
- management

Arts & Humanities

- English language

Skills

Basic Skills

- keeping track of how well people and/or groups are doing in order to make improvements
- listening to others, not interrupting, and asking good questions

Problem Solving

- noticing a problem and figuring out the best way to solve it

Social

- changing what is done based on other people's actions
- understanding people's reactions

Abilities

Verbal

- communicate by speaking
- listen and understand what people say

Ideas & Logic

- notice when problems happen
- order or arrange things

Technology

You might use software like this:

Accounting

- Intuit QuickBooks
- Sage 50 Accounting

Database User Interface & Query

- Blackboard software
- Yardi software

Enterprise Resource Planning ERP

- Microsoft Dynamics
- Oracle PeopleSoft



\$22.15 Entry Level Wage	0.7% Average Annual Growth	NO on-the-job training
\$38.22 Experienced Level Wage	784 Annual Openings	LESS THAN 5 YEARS Work Experience

First-Line Supervisors of Production & Operating Workers

Also called: Assembly Supervisor, Manufacturing Supervisor, Production Manager

Directly supervise and coordinate the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators. Excludes team or work leaders.

Knowledge

Manufactured or Agricultural Goods

- manufacture and distribution of products

Business

- management
- human resources (HR)

Engineering & Technology

- computers and electronics

Arts & Humanities

- English language

Skills

Basic Skills

- listening to others, not interrupting, and asking good questions
- talking to others

People & Technology Systems

- thinking about the pros/cons of different options and picking the best one
- figuring out how a system works and how changes in the future will affect it

Social

- changing what is done based on other people's actions
- understanding people's reactions

Abilities

Verbal

- communicate by speaking
- listen and understand what people say

Ideas & Logic

- notice when problems happen
- use rules to solve problems

Technology

You might use software like this:

Presentation

- Microsoft PowerPoint

Electronic Mail

- Email software
- Microsoft Outlook

Enterprise Resource Planning ERP

- Oracle JD Edwards EnterpriseOne
- SAP software



\$14.97
Entry Level
Wage

-0.1%
Average
Annual Growth

NO
on-the-job
training

\$26.42
Experienced
Level Wage

1,338
Annual
Openings

**LESS THAN
5 YEARS**
Work
Experience

First-Line Supervisors of Retail Sales Workers

Also called: Department Manager, Meat Department Manager, Shift Manager, Store Manager

Directly supervise and coordinate activities of retail sales workers in an establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.

Knowledge

Education & Training

- teaching and course design

Business

- customer service
- management

Engineering & Technology

- computers and electronics

Arts & Humanities

- English language

Skills

Basic Skills

- listening to others, not interrupting, and asking good questions
- talking to others

Social

- looking for ways to help people
- changing what is done based on other people's actions

People & Technology Systems

- thinking about the pros/cons of different options and picking the best one
- figuring out how a system works and how changes in the future will affect it

Abilities

Verbal

- communicate by speaking
- listen and understand what people say

Ideas & Logic

- notice when problems happen
- order or arrange things

Technology

You might use software like this:

Database User Interface & Query

- Oracle Database
- Yardi software

Video Creation & Editing

- Apple Final Cut Pro
- YouTube

Point of Sale POS

- CyberMatrix POS
- Plexis Software Plexis POS



\$22.56
Entry Level
Wage

0.8%
Average
Annual Growth

SHORT-TERM
on-the-job
training

\$36.30
Experienced
Level Wage

206
Annual
Openings

**LESS THAN
5 YEARS**
Work
Experience

Food Service Managers

Also called: Food & Beverage Manager, Food Service Director, Restaurant Manager

Plan, direct, or coordinate activities of an organization or department that serves food and beverages.

Knowledge

Manufactured or Agricultural Goods

- food production

Education & Training

- teaching and course design

Business

- customer service
- management

Arts & Humanities

- English language

Skills

Basic Skills

- keep track of how well people/groups are doing in order to make improvements
- listening to others, not interrupting, and asking good questions

Social

- looking for ways to help people
- changing what is done based on other people's actions

Resource Management

- selecting and managing the best workers for a job
- managing your time and the time of other people

Abilities

Verbal

- listen and understand what people say
- communicate by speaking

Ideas & Logic

- notice when problems happen
- use rules to solve problems

Hand & Finger Use

- hold or move items with your hands
- keep your arm or hand steady

Technology

You might use software like this:

Word Processing

- Google Docs
- Microsoft Word

Point of Sale POS

- ClubSoft Food & Beverage Point of Sale
- Restaurant Manager

Analytical or Scientific

- Aurora FoodPro
- SweetWARE nutraCoster



\$21.04
Entry Level Wage

1.4%
Average Annual Growth

LONG-TERM
on-the-job training

\$33.27
Experienced Level Wage

531
Annual Openings

NO
Work Experience

Industrial Machinery Mechanics

Also called: Maintenance Technician, Mechanic, Overhauler

Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems. May install, dismantle, or move machinery and heavy equipment according to plans.

Knowledge

Manufactured or Agricultural Goods

- manufacture and distribution of products

Engineering & Technology

- mechanical
- product and service development

Math & Science

- arithmetic, algebra, geometry, calculus, or statistics

Arts & Humanities

- English language

Skills

Basic Skills

- thinking about the pros and cons of different ways to solve a problem
- figuring out how to use new ideas or things

Problem Solving

- noticing a problem and figuring out the best way to solve it

Technical

- figuring out what is causing equipment, machines, wiring, or computer programs to not work
- planning and doing the basic maintenance on equipment

Abilities

Hearing & Speech

- tell the difference between sounds

Ideas & Logic

- notice when problems happen
- order or arrange things

Hand & Finger Use

- put together small parts with your fingers
- hold or move items with your hands

Controlled Movement

- quickly change the controls of a machine, car, truck, or boat
- use your arms and/or legs together while sitting, standing, or lying down

Technology

You might use software like this:

Spreadsheet

- Microsoft Excel

Presentation

- Microsoft PowerPoint

Industrial Control

- KEYENCE PLC Ladder Logic
- Supervisory control and data acquisition SCADA software



\$16.78
Entry Level
Wage

-1.0%
Average
Annual Growth

**MODERATE-
TERM**
on-the-job
training

\$29.24
Experienced
Level Wage

724
Annual
Openings

NO
Work
Experience

Inspectors, Testers, Sorters, Samplers, & Weighers

Also called: Quality Control Inspector, Quality Inspector, Quality Technician

Inspect, test, sort, sample, or weigh nonagricultural raw materials or processed, machined, fabricated, or assembled parts or products for defects, wear, and deviations from specifications. May use precision measuring instruments and complex test equipment.

Knowledge

Manufactured or Agricultural Goods

- manufacture and distribution of products

Business

- customer service

Engineering & Technology

- mechanical

Arts & Humanities

- English language

Skills

Basic Skills

- thinking about the pros and cons of different ways to solve a problem
- writing things for co-workers/customers

Problem Solving

- noticing a problem and figuring out the best way to solve it

Abilities

Verbal

- communicate by speaking
- listen and understand what people say

Hand & Finger Use

- keep your arm or hand steady
- hold or move items with your hands

Technology

You might use software like this:

Computer Aided Design CAD

- Autodesk AutoCAD
- Dassault Systemes SolidWorks

Desktop Communications

- Skype

Analytical or Scientific

- Minitab
- The MathWorks MATLAB



\$17.65
Entry Level
Wage

0.4%
Average
Annual Growth

**MODERATE-
TERM**
on-the-job
training

\$25.53
Experienced
Level Wage

100
Annual
Openings

NO
Work
Experience

Insurance Claims & Policy Processing Clerks

Also called: Claims Processor, Claims Representative, Claims Technician, Underwriting Assistant

Process new insurance policies, modifications to existing policies, and claims forms. Obtain information from policyholders to verify the accuracy and completeness of information on claims forms, applications and related documents, and company records. Update existing policies and company records to reflect changes requested by policyholders and insurance company representatives.

Knowledge

Engineering & Technology

- computers and electronics

Business

- customer service
- administrative services

Arts & Humanities

- English language

Skills

Basic Skills

- reading work related information
- talking to others

Problem Solving

- noticing a problem and figuring out the best way to solve it

Abilities

Verbal

- read and understand what is written
- listen and understand what people say

Ideas & Logic

- order or arrange things
- use rules to solve problems

Technology

You might use software like this:

Database User Interface & Query

- Database software
- Microsoft Access

Instant Messaging

- GroupMe

Medical

- Medical condition coding software
- Medical procedure coding software



\$17.44 Entry Level Wage	0.5% Average Annual Growth	MODERATE-TERM on-the-job training
\$52.34 Experienced Level Wage	616 Annual Openings	NO Work Experience

Insurance Sales Agents

Also called: Insurance Agent, Insurance Broker, Sales Agent, Sales Representative

Sell life, property, casualty, health, automotive, or other types of insurance. May refer clients to independent brokers, work as an independent broker, or be employed by an insurance company.

Knowledge

Safety & Government

- law and government

Business

- customer service
- sales and marketing

Math & Science

- arithmetic, algebra, geometry, calculus, or statistics

Arts & Humanities

- English language

Skills

Basic Skills

- reading work related information
- listening to others, not interrupting, and asking good questions

Social

- talking people into changing their minds or their behavior
- looking for ways to help people

Abilities

Verbal

- communicate by speaking
- listen and understand what people say

Ideas & Logic

- notice when problems happen
- use rules to solve problems

Math

- choose the right type of math to solve a problem
- add, subtract, multiply, or divide

Technology

You might use software like this:

Enterprise Resource Planning ERP

- AMS Services AMS Sagitta
- Microsoft Dynamics

Video Creation & Editing

- Adobe After Effects
- YouTube

Customer Relationship Management CRM

- Applied Systems Vision
- Tangle S Creations Your Insurance Office



Loan Interviewers & Clerks

Also called: Licensed Loan Officer Assistant, Loan Analyst, Mortgage Loan Processor

Interview loan applicants to elicit information; investigate applicants' backgrounds and verify references; prepare loan request papers; and forward findings, reports, and documents to appraisal department. Review loan papers to ensure completeness, and complete transactions between loan establishment, borrowers, and sellers upon approval of loan.

Knowledge

Engineering & Technology

- computers and electronics

Business

- customer service
- administrative services

Safety and Government

- law and government

Arts & Humanities

- English language

Skills

Basic Skills

- listening to others, not interrupting, and asking good questions
- talking to others

Problem Solving

- noticing a problem and figuring out the best way to solve it

Social

- understanding people's reactions
- changing what is done based on other people's actions

Abilities

Verbal

- listen and understand what people say
- read and understand what is written

Ideas & Logic

- notice when problems happen
- order or arrange things

Math

- choose the right type of math to solve a problem
- add, subtract, multiply, or divide

Attention

- pay attention to something without being distracted

Technology

You might use software like this:

Spreadsheet

- Microsoft Excel
- Rockport Integrated Excel Underwriting

Presentation

- Microsoft PowerPoint

Financial Analysis

- Fannie Mae Desktop Underwriter
- Software AG Underwriting Solution



\$16.35
Entry Level
Wage

1.3%
Average
Annual Growth

LONG-TERM
on-the-job
training

\$25.09
Experienced
Level Wage

462
Annual
Openings

NO
Work
Experience

Machinists

Also called: CNC Machinist, Maintenance Machinist, Tool Room Machinist

Set up and operate a variety of machine tools to produce precision parts and instruments out of metal. Includes precision instrument makers who fabricate, modify, or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, mathematics, metal properties, layout, and machining procedures.

Knowledge

Manufactured or Agricultural Goods

- manufacture and distribution of products

Engineering & Technology

- mechanical
- design

Math & Science

- arithmetic, algebra, geometry, calculus, or statistics

Skills

Basic Skills

- keeping track of how well people and/or groups are doing in order to make improvements
- thinking about the pros and cons of different ways to solve a problem

Problem Solving

- noticing a problem and figuring out the best way to solve it

Abilities

Ideas & Logic

- notice when problems happen
- use rules to solve problems

Hand & Finger Use

- keep your arm or hand steady
- hold or move items with your hands

Controlled Movement

- quickly change the controls of a machine, car, truck, or boat
- change when and how fast you move based on how something else is moving

Technology

You might use software like this:

Computer Aided Manufacturing CAM

- Dassault Systemes SolidWorks
- Mastercam computer-aided design and manufacturing software

Presentation

- Microsoft PowerPoint

Computer Aided Design CAD

- Autodesk AutoCAD
- Dassault Systemes CATIA



\$19.85
Entry Level
Wage

0.7%
Average
Annual Growth

LONG-TERM
on-the-job
training

\$30.38
Experienced
Level Wage

191
Annual
Openings

NO
Work
Experience

Mobile Heavy Equipment Mechanics, Except Engines

Also called: Heavy Equipment Technician, Mechanic

Diagnose, adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders, and conveyors, used in construction, logging, and mining.

Knowledge

Engineering & Technology

- mechanical
- computers and electronics

Business

- customer service

Math & Science

- arithmetic, algebra, geometry, calculus, or statistics

Safety & Government

- public safety and security

Skills

Basic Skills

- thinking about the pros and cons of different ways to solve a problem
- reading work related information

Problem Solving

- noticing a problem and figuring out the best way to solve it

Technical

- figuring out what is causing equipment, machines, wiring, or computer programs to not work
- repairing machines or systems using the right tools

Abilities

Visual Understanding

- quickly compare groups of letters, numbers, pictures, or other things

Ideas & Logic

- notice when problems happen
- order or arrange things

Hand & Finger Use

- put together small parts with your fingers
- hold or move items with your hands

Controlled Movement

- quickly change the controls of a machine, car, truck, or boat
- use your arms and/or legs together while sitting, standing, or lying down

Technology

You might use software like this:

Spreadsheet

- Microsoft Excel

Electronic Mail

- Microsoft Outlook

Database User Interface & Query

- Database software
- Recordkeeping software



\$16.88
Entry Level Wage

0.4%
Average Annual Growth

MODERATE-TERM
on-the-job training

\$26.82
Experienced Level Wage

770
Annual Openings

NO
Work Experience

Operating Engineers & Other Construction Equipment Operators

Also called: Heavy Equipment Operator, Machine Operator

Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, or front-end loaders to excavate, move, and grade earth, erect structures, or pour concrete or other hard surface pavement. May repair and maintain equipment in addition to other duties.

Knowledge

Engineering & Technology

- mechanical

Safety & Government

- public safety and security

Arts & Humanities

- English language

Skills

Basic Skills

- keeping track of how well people and/or groups are doing in order to make improvements
- listening to others, not interrupting, and asking good questions

Problem Solving

- noticing a problem and figuring out the best way to solve it

Abilities

Controlled Movement

- quickly change the controls of a machine, car, truck or boat
- use your arms and/or legs together while sitting, standing, or lying down

Vision

- decide which thing is closer/farther away from you or decide how far away it is
- see details up close

Hand & Finger Use

- keep your arm or hand steady
- hold or move items with your hands

Attention

- do two or more things at the same time

Technology

You might use software like this:

Spreadsheet

- Microsoft Excel

Electronic Mail

- Microsoft Outlook

Facilities Management

- Maintenance record software



\$16.64
Entry Level
Wage

-0.1%
Average
Annual Growth

**MODERATE-
TERM**
on-the-job
training

\$26.73
Experienced
Level Wage

160
Annual
Openings

NO
Work
Experience

Payroll & Timekeeping Clerks

Also called: Payroll Assistant, Payroll Clerk, Payroll Coordinator, Payroll Specialist

Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks.

Knowledge

Engineering and Technology

- computers and electronics

Business

- administrative services
- accounting and economics

Math & Science

- arithmetic, algebra, geometry, calculus, or statistics

Arts & Humanities

- English language

Skills

Basic Skills

- reading work related information
- listening to others, not interrupting, and asking good questions

Problem Solving

- noticing a problem and figuring out the best way to solve it

Abilities

Verbal

- listen and understand what people say
- read and understand what is written

Math

- choose the right type of math to solve a problem
- add, subtract, multiply, or divide

Technology

You might use software like this:

Time Accounting

- Kronos Workforce Payroll
- Kronos Workforce Timekeeper

Presentation

- Microsoft PowerPoint

Enterprise Resource Planning ERP

- Oracle PeopleSoft
- Workday software



\$18.20 Entry Level Wage	0.6% Average Annual Growth	APPRENTICESHIP
\$32.41 Experienced Level Wage	440 Annual Openings	NO Work Experience

Plumbers, Pipefitters, & Steamfitters

Also called: Sprinkler Fitter

Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems.

Knowledge

Engineering & Technology

- mechanical
- building and construction

Business

- customer service
- management

Math & Science

- physics
- arithmetic, algebra, geometry, calculus, or statistics

Safety & Government

- public safety and security

Skills

Basic Skills

- thinking about the pros and cons of different ways to solve a problem
- keeping track of how well people and/or groups are doing in order to make improvements

Problem Solving

- noticing a problem and figuring out the best way to solve it

People & Technology Systems

- thinking about the pros/cons of different options and picking the best one

Abilities

Spatial

- imagine how something will look after it is moved around or changed

Ideas & Logic

- notice when problems happen
- use rules to solve problems

Hand & Finger Use

- put together small parts with your fingers
- hold or move items with your hands

Physical Strength

- use your lower back and stomach
- exercise for a long time without your muscles getting tired

Technology

You might use software like this:

Accounting

- Bookkeeping software
- Intuit QuickBooks

Analytical or Scientific

- Bentley Systems AutoPIPE
- Watter Hammer Software Hytran

Computer Aided Design CAD

- Drawing and drafting software
- ViziFlow



\$18.20
Entry Level Wage

0.8%
Average Annual Growth

MODERATE-TERM
on-the-job training

\$28.34
Experienced Level Wage

507
Annual Openings

NO
Work Experience

Police & Sheriff's Patrol Officers

Also called: Deputy, Deputy Sheriff

Maintain order and protect life and property by enforcing local, tribal, state, or federal laws and ordinances. Perform a combination of the following duties: patrol a specific area; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts. Includes police officers working at educational institutions.

Knowledge

Safety and Government

- law and government
- public safety and security

Business

- customer service

Math & Science

- psychology
- geography

Arts & Humanities

- English language

Skills

Basic Skills

- listening to others, not interrupting, and asking good questions
- talking to others

Problem Solving

- noticing a problem and figuring out the best way to solve it

Social

- understanding people's reactions
- changing what is done based on other people's actions

Abilities

Verbal

- communicate by speaking
- listen and understand what people say

Ideas & Logic

- notice when problems happen
- make general rules or come up with answers from lots of detailed information

Visual Understanding

- see hidden patterns
- quickly know what you are looking at

Physical Strength

- use your lower back and stomach

Technology

You might use software like this:

Presentation

- Microsoft PowerPoint

Database User Interface & Query

- Database software
- Microsoft Access

Graphics or Photo Imaging

- Computer aided composite drawing software
- SmugMug Flickr



\$19.62
Entry Level Wage

0.2%
Average Annual Growth

SHORT-TERM
on-the-job training

\$29.03
Experienced Level Wage

107
Annual Openings

NO
Work Experience

Postal Service Clerks

Also called: Clerk, Postal Clerk, Sales and Service Associate, Window Clerk

Perform any combination of tasks in a United States Postal Service (USPS) post office, such as receive letters and parcels; sell postage and revenue stamps, postal cards, and stamped envelopes; fill out and sell money orders; place mail in pigeon holes of mail rack or in bags; and examine mail for correct postage.

Includes postal service clerks employed by USPS contractors.

Knowledge

Engineering & Technology

- computers and electronics

Business

- customer service
- administrative services

Math & Science

- arithmetic, algebra, geometry, calculus, or statistics

Arts & Humanities

- English language

Skills

Basic Skills

- listening to others, not interrupting, and asking good questions
- talking to others

Problem Solving

- noticing a problem and figuring out the best way to solve it

Abilities

Verbal

- communicate by speaking
- listen and understand what people say

Hand & Finger Use

- keep your arm or hand steady
- hold or move items with your hands

Math

- add, subtract, multiply, or divide
- choose the right type of math to solve a problem

Technology

You might use software like this:

Operating System

- Microsoft Windows

Accounting

- Budgeting software

Point of Sale POS

- NCR Advanced Store



\$17.82
Entry Level
Wage

1.4%
Average
Annual Growth

**MODERATE-
TERM**
on-the-job
training

\$29.50
Experienced
Level Wage

508
Annual
Openings

NO
Work
Experience

Production, Planning, & Expediting Clerks

Also called: Expeditor, Materials Planner, Production Planner, Production Scheduler

Coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule. Duties include reviewing and distributing production, work, and shipment schedules; conferring with supervisors to determine progress of work and completion dates; and compiling reports on progress, inventory levels, costs, and production problems.

Knowledge

Engineering & Technology

- computers and electronics

Business

- customer service
- administrative services

Manufactured or Agricultural Goods

- manufacture and distribution of products

Arts & Humanities

- English language

Skills

Basic Skills

- reading work related information
- talking to others

Problem Solving

- noticing a problem and figuring out the best way to solve it

Abilities

Verbal

- communicate by speaking
- listen and understand what people say

Ideas & Logic

- notice when problems happen
- order or arrange things

Technology

You might use software like this:

Enterprise Resource Planning ERP

- Microsoft Dynamics
- Oracle PeopleSoft

Database User Interface & Query

- Airtable
- Oracle Database

Materials Requirements Planning Logistics & Supply Chain

- Bill of lading software
- Waterloo Hydrogeologic TACTIC



\$14.50
Entry Level
Wage

0.5%
Average
Annual Growth

NO
on-the-job
training

\$32.96
Experienced
Level Wage

391
Annual
Openings

**LESS THAN
5 YEARS**
Work
Experience

Property, Real Estate, & Community Association Managers

Also called: Apartment Manager, Community Manager, Property Manager, Resident Manager

Plan, direct, or coordinate the selling, buying, leasing, or governance activities of commercial, industrial, or residential real estate properties. Includes managers of homeowner and condominium associations, rented or leased housing units, buildings, or land (including rights-of-way).

Knowledge

Safety & Government

- law and government
- public safety and security

Math & Science

- arithmetic, algebra, geometry, calculus, or statistics

Business

- customer service
- management

Arts & Humanities

- English language

Skills

Basic Skills

- talking to others
- reading work related information

Social

- changing what is done based on other people's actions
- bringing people together to solve differences

Problem Solving

- noticing a problem and figuring out the best way to solve it

Abilities

Verbal

- listen and understand what people say
- communicate by speaking

Ideas & Logic

- make general rules or come up with answers from lots of detailed information
- notice when problems happen

Math

- add, subtract, multiply, or divide
- choose the right type of math to solve a problem

Technology

You might use software like this:

Database User Interface & Query

- Propertyware
- Yardi software

Word Processing

- Google Docs
- Microsoft Word

Accounting

- Intuit QuickBooks
- Sage 50 Accounting



\$20.26
Entry Level
Wage

0.3%
Average
Annual Growth

**MODERATE-
TERM**
on-the-job
training

\$46.09
Experienced
Level Wage

1,380
Annual
Openings

NO
Work
Experience

Sales Representatives, Wholesale & Manufacturing, Except Technical & Scientific Products

Also called: Outside Sales Representative, Sales Consultant, Salesman

Sell goods for wholesalers or manufacturers to businesses or groups of individuals. Work requires substantial knowledge of items sold.

Knowledge

Transportation

- movement of people or goods by air, rail, sea, or road

Business

- customer service
- sales and marketing

Math & Science

- arithmetic, algebra, geometry, calculus, or statistics

Arts & Humanities

- English language

Skills

Basic Skills

- listening to others, not interrupting, and asking good questions
- talking to others

Problem Solving

- noticing a problem and figuring out the best way to solve it

Social

- bringing people together to solve differences
- talking people into changing their minds or their behavior

Abilities

Verbal

- communicate by speaking
- listen and understand what people say

Ideas & Logic

- come up with lots of ideas
- group things in different ways

Technology

You might use software like this:

Enterprise Resource Planning ERP

- Microsoft Dynamics
- Oracle PeopleSoft

Database User Interface & Query

- Blackboard software
- Yardi software

Customer Relationship Management CRM

- Salesforce software
- Oracle Eloqua



\$16.51 Entry Level Wage	0.9% Average Annual Growth	APPRENTICESHIP
\$29.95 Experienced Level Wage	191 Annual Openings	NO Work Experience

Sheet Metal Workers

Also called: HVAC Sheet Metal Installer, Sheet Metal Fabricator, Sheet Metal Mechanic

Fabricate, assemble, install, and repair sheet metal products and equipment, such as ducts, control boxes, drainpipes, and furnace casings. Work may involve any of the following: setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using hammer; operating soldering and welding equipment to join sheet metal parts; or inspecting, assembling, and smoothing seams and joints of burred surfaces.

Knowledge

Engineering & Technology

- mechanical
- building and construction

Business

- management

Math & Science

- arithmetic, algebra, geometry, calculus, or statistics

Arts & Humanities

- English language

Skills

Basic Skills

- keeping track of how well people and/or groups are doing in order to make improvements
- reading work related information

Problem Solving

- noticing a problem and figuring out the best way to solve it

Abilities

Controlled Movement

- quickly change the controls of a machine, car, truck, or boat
- use your arms and/or legs together while sitting, standing, or lying down

Math

- add, subtract, multiply, or divide

Hand & Finger Use

- keep your arm or hand steady
- hold or move items with your hands

Attention

- pay attention to something without being distracted

Technology

You might use software like this:

Spreadsheet

- Microsoft Excel

Computer Aided Design CAD

- Autodesk AutoCAD
- PTC Creo Parametric

Computer Aided Manufacturing CAM

- Applied Production ProFab
- WiCAM PN4000



\$35.48
Entry Level Wage

1.4%
Average Annual Growth

NO
on-the-job training

\$57.87
Experienced Level Wage

94
Annual Openings

5 YEARS OR MORE
Work Experience

Transportation, Storage, & Distribution Managers

Also called: Distribution Center Manager, Fleet Manager, Logistics Operations Manager

Plan, direct, or coordinate transportation, storage, or distribution activities in accordance with organizational policies and applicable government laws or regulations. Includes logistics managers.

Knowledge

Transportation

- movement of people or goods by air, rail, sea, or road

Business

- customer service
- management

Math & Science

- arithmetic, algebra, geometry, calculus, or statistics

Arts & Humanities

- English language

Skills

Basic Skills

- thinking about the pros and cons of different ways to solve a problem
- talking to others

Problem Solving

- noticing a problem and figuring out the best way to solve it

People & Technology Systems

- thinking about the pros/cons of different options and picking the best one
- measuring how well a system is working and how to improve it

Abilities

Verbal

- listen and understand what people say
- communicate by speaking

Ideas & Logic

- notice when problems happen
- use rules to solve problems

Math

- choose the right type of math to solve a problem
- add, subtract, multiply, or divide

Technology

You might use software like this:

Enterprise Resource Planning ERP

- Microsoft Dynamics
- SAP software

Presentation

- Microsoft PowerPoint

Planning Logistics Supply Chain

- USPS.com
- Warehouse management system WMS



\$17.75
Entry Level
Wage

1.1%
Average
Annual Growth

**MODERATE-
TERM**
on-the-job
training

\$26.03
Experienced
Level Wage

787
Annual
Openings

NO
Work
Experience

Welders, Cutters, Solderers, & Brazers

Also called: Wirer

Use hand-welding, flame-cutting, hand-soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.

Knowledge

Manufactured or Agricultural Goods

- manufacture and distribution of products

Engineering & Technology

- mechanical

Skills

Basic Skills

- keeping track of how well people and/or groups are doing in order to make improvements

Problem Solving

- noticing a problem and figuring out the best way to solve it

Abilities

Ideas & Logic

- notice when problems happen
- use rules to solve problems

Hand & Finger Use

- keep your arm or hand steady
- put together small parts with your fingers

Technology

You might use software like this:

Analytical or Scientific

- Scientific Software Group Filter Drain FD
- Value Analysis

Electronic Mail

- IBM Notes
- Microsoft Outlook

Database User Interface & Query

- Oracle Database
- Recordkeeping software



\$17.82 Entry Level Wage	1.0% Average Annual Growth	MODERATE-TERM on-the-job training
\$29.93 Experienced Level Wage	639 Annual Openings	NO Work Experience

Computer User Support Specialists

Also called: Computer Support Specialist, Computer Tech, IS Tech, IT Specialist

Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, via telephone, or electronically. May provide assistance concerning the use of computer hardware/software: printing, installation, word processing, electronic mail, and operating systems.

Knowledge

Engineering & Technology

- computers and electronics
- mechanical

Business

- customer service
- management

Communications

- telecommunications
- multimedia

Arts & Humanities

- English language

Skills

Basic Skills

- listening to others, not interrupting, and asking good questions
- reading work related information

Problem Solving

- noticing a problem and figuring out the best way to solve it

People & Technology Systems

- thinking about the pros/cons of different options and picking the best one
- figuring out how a system works and how changes in the future will affect it

Abilities

Verbal

- listen and understand what people say
- communicate by speaking

Ideas & Logic

- notice when problems happen
- order or arrange things

Technology

You might use software like this:

Web Platform Development

- Google Angular
- Spring Framework

Database User Interface & Query

- Blackboard software
- ServiceNow

Operating System

- Apple iOS
- Google Android



\$23.40
Entry Level
Wage

1.6%
Average
Annual Growth

NO
on-the-job
training

\$36.90
Experienced
Level Wage

196
Annual
Openings

NO
Work
Experience

Aircraft Mechanics & Service Technicians

Also called: Aircraft Technician, Airframe and Powerplant Mechanic, Aviation Mechanic

Diagnose, adjust, repair, or overhaul aircraft engines and assemblies, such as hydraulic and pneumatic systems.

Knowledge

Engineering & Technology

- mechanical
- product and service development

Business

- customer service

Math & Science

- arithmetic, algebra, geometry, calculus, or statistics

Arts & Humanities

- English language

Skills

Basic Skills

- thinking about the pros and cons of different ways to solve a problem
- reading work related information

Problem Solving

- noticing a problem and figuring out the best way to solve it

Technical

- planning and doing the basic maintenance on equipment
- repairing machines or systems using the right tools

Abilities

Verbal

- read and understand what is written
- communicate by speaking

Ideas & Logic

- notice when problems happen
- order or arrange things

Hand & Finger Use

- put together small parts with your fingers
- hold or move items with your hands

Controlled Movement

- quickly change the controls of a machine, car, truck, or boat

Technology

You might use software like this:

Enterprise Resource Planning ERP

- SAP software
- Tracware AeroTrac

Presentation

- Microsoft PowerPoint

Facilities Management

- Maintenance planning software
- Maintenance record software



\$13.72
Entry Level Wage

0.1%
Average Annual Growth

SHORT-TERM
on-the-job training

\$24.91
Experienced Level Wage

599
Annual Openings

NO
Work Experience

Automotive Service Technicians & Mechanics

Also called: Automotive Mechanic, Automotive Technician, Mechanic, Service Technician

Diagnose, adjust, repair, or overhaul automotive vehicles.

Knowledge

Engineering & Technology

- mechanical
- computers and electronics

Business

- customer service

Skills

Basic Skills

- keeping track of how well people and/or groups are doing in order to make improvements
- thinking about the pros and cons of different ways to solve a problem

Problem Solving

- noticing a problem and figuring out the best way to solve it

People & Technology Systems

- thinking about the pros/cons of different options and picking the best one
- figuring out how a system works and how changes in the future will affect it

Abilities

Visual Understanding

- quickly compare groups of letters, numbers, pictures, or other things

Ideas & Logic

- use rules to solve problems
- make general rules or come up with answers from lots of detailed information

Hand & Finger Use

- put together small parts with your fingers
- hold or move items with your hands

Attention

- pay attention to something without being distracted
- do two or more things at the same time

Technology

You might use software like this:

Video Creation & Editing

- YouTube

Electronic Mail

- IBM Notes
- Microsoft Outlook

Facilities Management

- Alliance Automotive Shop Controller
- Snap-On ShopKey



\$17.00
Entry Level
Wage

0.6%
Average
Annual Growth

LONG-TERM
on-the-job
training

\$30.57
Experienced
Level Wage

434
Annual
Openings

NO
Work
Experience

Heating, Air Conditioning, & Refrigeration Mechanics & Installers

Also called: HVAC Mechanic, Refrigeration Technician, Service Technician

Install or repair heating, central air conditioning, HVAC, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves.

Knowledge

Engineering & Technology

- mechanical
- building and construction

Business

- customer service
- management

Safety & Government

- public safety and security

Arts & Humanities

- English language

Skills

Basic Skills

- thinking about the pros and cons of different ways to solve a problem
- reading work related information

Problem Solving

- noticing a problem and figuring out the best way to solve it

People & Technology Systems

- thinking about the pros/cons of different options and picking the best one
- figuring out how a system works and how changes in the future will affect it

Abilities

Verbal

- communicate by speaking
- listen and understand what people say

Ideas & Logic

- notice when problems happen
- use rules to solve problems

Hand & Finger Use

- keep your arm or hand steady
- put together small parts with your fingers

Technology

You might use software like this:

Presentation

- Microsoft PowerPoint

Electronic Mail

- IBM Notes
- Microsoft Outlook

Facilities Management

- Computerized maintenance management system CMMS
- ManagerPlus



\$17.37
Entry Level Wage

0.9%
Average Annual Growth

SHORT-TERM
on-the-job training

\$28.52
Experienced Level Wage

2,643
Annual Openings

NO
Work Experience

Heavy & Tractor-Trailer Truck Drivers

Also called: Driver, Line Haul Driver, Over the Road Driver, Truck Driver

Drive a tractor-trailer combination or a truck with a capacity of at least 26,001 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license. Includes tow truck drivers.

Knowledge

Transportation

- movement of people or goods by air, rail, sea, or road

Safety & Government

- public safety and security
- law and government

Business

- customer service

Arts & Humanities

- English language

Skills

Basic Skills

- keeping track of how well people and/or groups are doing in order to make improvements
- reading work related information

Problem Solving

- noticing a problem and figuring out the best way to solve it

Abilities

Controlled Movement

- change when and how fast you move based on how something else moves
- quickly change the controls of a machine, car, truck, or boat

Spatial

- know where things are around you
- imagine how something will look after it is moved around or changed

Vision

- see details that are far away
- decide which thing is closer/farther away from you

Attention

- pay attention to something without being distracted

Technology

You might use software like this:

Word Processing

- 3M Post-it App
- Microsoft Word

Database User Interface & Query

- ddlsoftware.com drivers daily log program
- TruckersHelper

Route Navigation

- ALK Technologies PC*Miler
- MarcoSoft Quo Vadis



\$19.92
Entry Level
Wage

0.3%
Average
Annual Growth

NO
on-the-job
training

\$27.29
Experienced
Level Wage

555
Annual
Openings

NO
Work
Experience

Licensed Practical & Licensed Vocational Nurses

Also called: Charge Nurse, Clinic Nurse, Pediatric LPN

Care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.

Knowledge

Health

- medicine and dentistry

Business

- customer service
- management

Math & Science

- psychology
- arithmetic, algebra, geometry, calculus, or statistics

Arts & Humanities

- English language

Skills

Basic Skills

- keeping track of how well people and/or groups are doing in order to make improvements
- listening to others, not interrupting, and asking good questions

Problem Solving

- noticing a problem and figuring out the best way to solve it

Social

- looking for ways to help people
- changing what is done based on other people's actions

Abilities

Verbal

- communicate by speaking
- listen and understand what people say

Ideas & Logic

- notice when problems happen
- make general rules or come up with answers from lots of detailed information

Hand & Finger Use

- hold or move items with your hands

Attention

- pay attention to something without being distracted
- do two or more things at the same time

Technology

You might use software like this:

Medical

- Epic Systems
- eClinical Works EHR software

Video Conferencing

- FaceTime
- Zoom

Electronic Mail

- Microsoft Exchange
- Microsoft Outlook



\$18.69
Entry Level
Wage

0.6%
Average
Annual Growth

NO
on-the-job
training

\$27.53
Experienced
Level Wage

81
Annual
Openings

NO
Work
Experience

Surgical Technologists

Also called: Certified Surgical Technologist, Operating Room Technician, Surgical Technician

Assist in operations, under the supervision of surgeons, registered nurses, or other surgical personnel. May help set up operating room, prepare and transport patients for surgery, adjust lights and equipment, pass instruments and other supplies to surgeons and surgeons' assistants, hold retractors, cut sutures, and help count sponges, needles, supplies, and instruments.

Knowledge

Health

- medicine and dentistry

Business

- customer service

Education & Training

- teaching and course design

Arts & Humanities

- English language

Skills

Basic Skills

- keeping track of how well people and/or groups are doing in order to make improvements
- listening to others, not interrupting, and asking good questions

Problem Solving

- noticing a problem and figuring out the best way to solve it

Abilities

Verbal

- communicate by speaking
- listen and understand what people say

Ideas & Logic

- notice when problems happen

Hand & Finger Use

- keep your arm or hand steady
- hold or move items with your hands

Attention

- pay attention to something without being distracted

Technology

You might use software like this:

Spreadsheet

- Microsoft Excel

Electronic Mail

- Email software

Graphics or Photo Imaging

- Graphics software



\$18.14 Entry Level Wage	-0.1% Average Annual Growth	MODERATE-TERM on-the-job training
\$30.83 Experienced Level Wage	247 Annual Openings	NO Work Experience

Telecommunications Equipment Installers & Repairers, Except Line Installers

Also called: Central Office Technician, Service Technician, Telecommunications Technician

Install, set up, rearrange, or remove switching, distribution, routing, and dialing equipment used in central offices or headends. Service or repair telephone, television, Internet, and other communications equipment on customers' property. May install communications equipment or wiring in buildings.

Knowledge

- Communications**
 - telecommunications
- Business**
 - customer service
- Engineering & Technology**
 - mechanical
 - computers and electronics
- Arts & Humanities**
 - English language

Skills

- Basic Skills**
 - thinking about the pros and cons of different ways to solve a problem
 - listening to others, not interrupting, and asking good questions
- Problem Solving**
 - noticing a problem and figuring out the best way to solve it
- People & Technology Systems**
 - thinking about the pros/cons of different options and picking the best one
 - figuring out how a system works and how changes in the future will affect it

Abilities

- Verbal**
 - communicate by speaking
 - listen and understand what people say
- Ideas & Logic**
 - notice when problems happen
 - make general rules or come up with answers from lots of detailed information
- Hand & Finger Use**
 - keep your arm or hand steady
 - hold or move items with your hands
- Visual Understanding**
 - see hidden patterns

Technology

- You might use software like this:
- Spreadsheet**
 - Microsoft Excel
 - Presentation**
 - Microsoft PowerPoint
 - Analytical or Scientific**
 - Fluke ClearSight Analyzer
 - Fluke Networks TechAdvisor Field Access System



\$32.41
Entry Level Wage

1.2%
Average Annual Growth

NO
on-the-job training

\$41.70
Experienced Level Wage

158
Annual Openings

NO
Work Experience

Dental Hygienists

Also called: Hygienist, Licensed Dental Hygienist, Registered Dental Hygienist

Administer oral hygiene care to patients. Assess patient oral hygiene problems or needs and maintain health records. Advise patients on oral health maintenance and disease prevention. May provide advanced care such as providing fluoride treatment or administering topical anesthesia.

Knowledge

Health

- medicine and dentistry

Business

- customer service

Math & Science

- psychology

Skills

Basic Skills

- talking to others
- listening to others, not interrupting, and asking good questions

Social

- looking for ways to help people
- understanding people's reactions

Abilities

Hand & Finger Use

- keep your arm or hand steady
- put together small parts with your fingers

Verbal

- communicate by speaking
- listen and understand what people say

Ideas & Logic

- notice when problems happen
- make general rules or come up with answers from lots of detailed information

Attention

- do two or more things at the same time

Technology

You might use software like this:

Spreadsheet

- Microsoft Excel

Electronic Mail

- Email software

Medical

- Dental office management software
- Henry Schein Dentrix



\$32.38
Entry Level Wage

1.4%
Average Annual Growth

NO
on-the-job training

\$43.55
Experienced Level Wage

64
Annual Openings

NO
Work Experience

Diagnostic Medical Sonographers

Also called: Registered Diagnostic Medical Sonographer, Sonographer, Ultrasonographer

Produce ultrasonic recordings of internal organs for use by physicians. Includes vascular technologists.

Knowledge

Health

- medicine and dentistry

Business

- customer service
- administrative services

Math & Science

- psychology
- physics

Arts & Humanities

- English language

Skills

Basic Skills

- reading work related information
- listening to others, not interrupting, and asking good questions

Problem Solving

- noticing a problem and figuring out the best way to solve it

Social

- understanding people's reactions
- changing what is done based on other people's actions

Abilities

Hand & Finger Use

- keep your arm or hand steady
- hold or move items with your hands

Verbal

- communicate by speaking
- listen and understand what people say

Ideas & Logic

- notice when problems happen
- make general rules or come up with answers from lots of detailed information

Visual Understanding

- see hidden patterns

Technology

You might use software like this:

Spreadsheet

- Microsoft Excel

Electronic Mail

- Email software

Medical

- MEDITECH software
- eClinicalWorks EHR software



\$22.15 Entry Level Wage	1.1% Average Annual Growth	NO on-the-job training
\$35.03 Experienced Level Wage	106 Annual Openings	NO Work Experience

Electrical & Electronic Engineering Technologists & Technicians

Also called: Electronics Engineering Technician, Engineering Technician, Technologist

Apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, adjust, and modify electrical components, circuitry, controls, and machinery for subsequent evaluation and use by engineering staff in making engineering design decisions.

Knowledge

Engineering & Technology

- computers and electronics
- product and service development

Business

- customer service

Math & Science

- physics, arithmetic, algebra, geometry, calculus, or statistics

Arts & Humanities

- English language

Skills

Basic Skills

- thinking about the pros and cons of different ways to solve a problem
- reading work related information

Problem Solving

- noticing a problem and figuring out the best way to solve it

People & Technology Systems

- thinking about the pros and cons of different options and picking the best one
- figuring out how a system works and how changes in the future will affect it

Abilities

Verbal

- listen and understand what people say
- read and understand what is written

Ideas & Logic

- notice when problems happen
- use rules to solve problems

Hand & Finger Use

- put together small parts with your fingers
- keep your arm or hand steady

Visual Understanding

- quickly compare groups of letters, numbers, pictures, or other things

Technology

You might use software like this:

Analytical or Scientific

- The MathWorks MATLAB
- Wolfram Research Mathematica

Presentation

- Microsoft PowerPoint

Computer Aided Design CAD

- Autodesk Revit
- Bentley MicroStation



\$25.50
Entry Level
Wage

2.0%
Average
Annual Growth

NO
on-the-job
training

\$30.87
Experienced
Level Wage

103
Annual
Openings

NO
Work
Experience

Occupational Therapy Assistants

Also called: Certified Occupational Therapist Assistant, Licensed Occupational Therapy Assistant

Assist occupational therapists in providing occupational therapy treatments and procedures. May, in accordance with state laws, assist in development of treatment plans, carry out routine functions, direct activity programs, and document the progress of treatments. Generally requires formal training.

Knowledge

Education & Training

- teaching and course design

Business

- customer service
- administrative services

Math & Science

- psychology
- sociology and anthropology

Arts & Humanities

- English language

Skills

Basic Skills

- talking to others
- listening to others, not interrupting, and asking good questions

People & Technology Systems

- thinking about the pros /cons of different options and picking the best one
- figuring out how a system works and how changes in the future will affect it

Social

- looking for ways to help people
- understanding people's reactions

Abilities

Verbal

- communicate by speaking
- listen and understand what people say

Ideas & Logic

- notice when problems happen
- order or arrange things

Hand & Finger Use

- keep your arm or hand steady
- hold or move items with your hands

Technology

You might use software like this:

Accounting

- Billing software
- Financial record software

Presentation

- Microsoft PowerPoint

Medical

- eClinicalWorks EHR software
- Laboratory information system LIS



\$17.52
Entry Level
Wage

1.5%
Average
Annual Growth

NO
on-the-job
training

\$29.72
Experienced
Level Wage

333
Annual
Openings

NO
Work
Experience

Paralegals & Legal Assistants

Also called: Law Associate, Paralegal Specialist

Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

Knowledge

Engineering & Technology

- computers and electronics

Business

- customer service
- administrative services

Safety & Government

- law and government

Arts & Humanities

- English language

Skills

Basic Skills

- listening to others, not interrupting, and asking good questions
- reading work related information

Problem Solving

- noticing a problem and figuring out the best way to solve it

Abilities

Verbal

- read and understand what is written
- communicate by speaking

Ideas & Logic

- notice when problems happen
- make general rules or come up with answers from lots of detailed information

Technology

You might use software like this:

Document Management

- Adobe Acrobat
- Document management system software

Word Processing

- Google Docs
- Microsoft Word

Information Retrieval or Search

- LexisNexis
- Thomson CompuMark SAEgis



\$22.40
Entry Level Wage

1.3%
Average Annual Growth

NO
on-the-job training

\$32.11
Experienced Level Wage

169
Annual Openings

NO
Work Experience

Physical Therapist Assistants

Also called: Certified Physical Therapist Assistant, Licensed Physical Therapist Assistant

Assist physical therapists in providing physical therapy treatments and procedures. May, in accordance with state laws, assist in the development of treatment plans, carry out routine functions, document the progress of treatment, and modify specific treatments in accordance with patient status and within the scope of treatment plans established by a physical therapist. Generally requires formal training.

Knowledge

Health

- medicine and dentistry
- therapy and counseling

Business

- customer service

Education & Training

- teaching and course design

Arts & Humanities

- English language

Skills

Basic Skills

- keeping track of how well people and/or groups are doing in order to make improvements
- listening to others, not interrupting, and asking good questions

Problem Solving

- noticing a problem and figuring out the best way to solve it

Social

- looking for ways to help people
- understanding people's reactions

Abilities

Verbal

- communicate by speaking
- listen and understand what people say

Ideas & Logic

- notice when problems happen
- make general rules or come up with answers from lots of detailed information

Hand & Finger Use

- keep your arm or hand steady

Attention

- pay attention to something without being distracted

Technology

You might use software like this:

Database User Interface & Query

- FileMaker Pro
- Microsoft Access

Presentation

- Microsoft PowerPoint

Medical

- eClinicalWorks EHR software
- Medical condition coding software



\$22.38
Entry Level
Wage

0.5%
Average
Annual Growth

NO
on-the-job
training

\$33.85
Experienced
Level Wage

163
Annual
Openings

NO
Work
Experience

Radiologic Technologists & Technicians

Also called: Computed Tomography Technologist, Radiographer, X-Ray Technologist

Take x-rays and CAT scans or administer nonradioactive materials into patient's bloodstream for diagnostic or research purposes. Includes radiologic technologists and technicians who specialize in other scanning modalities.

Knowledge

Health

- medicine and dentistry

Business

- customer service
- administrative services

Engineering & Technology

- computers and electronics

Arts & Humanities

- English language

Skills

Basic Skills

- reading work related information
- listening to others, not interrupting, and asking good questions

Social

- understanding people's reactions
- looking for ways to help people

Abilities

Verbal

- communicate by speaking
- listen and understand what people say

Ideas & Logic

- notice when problems happen
- order or arrange things

Technology

You might use software like this:

Spreadsheet

- Microsoft Excel

Presentation

- Microsoft PowerPoint

Medical

- MEDITECH software
- eClinicalWorks EHR software



\$25.84
Entry Level
Wage

2.1%
Average
Annual Growth

NO
on-the-job
training

\$35.97
Experienced
Level Wage

99
Annual
Openings

NO
Work
Experience

Respiratory Therapists

Also called: Certified/Registered Respiratory Therapist, Respiratory Care Practitioner

Assess, treat, and care for patients with breathing disorders. Assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. Initiate and conduct therapeutic procedures; maintain patient records; select, assemble, check, operate equipment.

Knowledge

Health

- medicine and dentistry

Business

- customer service

Education & Training

- teaching and course design

Arts & Humanities

- English language

Skills

Basic Skills

- keeping track of how well people and/or groups are doing in order to make improvements
- listening to others, not interrupting, and asking good questions

Problem Solving

- noticing a problem and figuring out the best way to solve it

Social

- looking for ways to help people
- understanding people's reactions

Abilities

Verbal

- communicate by speaking
- listen and understand what people say

Ideas & Logic

- make general rules or come up with answers from lots of detailed information
- notice when problems happen

Hand & Finger Use

- hold or move items with your hands
- put together small parts with your fingers

Attention

- pay attention to something without being distracted

Technology

You might use software like this:

Spreadsheet

- Microsoft Excel

Presentation

- Microsoft PowerPoint

Medical

- eClinicalWorks EHR software
- MEDITECH software

Agriculture, Food, & Natural Resources Career Cluster

OCCUPATIONAL TITLE	ENTRY LEVEL WAGE	MEDIAN WAGE	EXPERIENCED LEVEL WAGE
Farmers, Ranchers, & Other Agricultural Managers	\$56,420	\$72,990	\$78,190

Architecture & Construction Career Cluster

OCCUPATIONAL TITLE	ENTRY LEVEL WAGE	MEDIAN WAGE	EXPERIENCED LEVEL WAGE
Carpenters	\$33,470	\$48,220	\$59,210
Cement Masons & Concrete Finishers	\$38,020	\$47,800	\$54,390
Construction & Building Inspectors	\$42,650	\$58,240	\$66,550
Electricians	\$39,400	\$58,290	\$69,770
First-Line Supervisors of Construction Trades & Extraction Workers	\$49,190	\$68,260	\$81,800
Operating Engineers & Other Construction Equipment Operators	\$35,120	\$46,730	\$55,780
Painters, Construction & Maintenance	\$33,590	\$44,480	\$52,650
Plumbers, Pipefitters, & Steamfitters	\$37,850	\$51,350	\$67,410
Sheet Metal Workers	\$34,350	\$47,870	\$62,290

Business Management & Administration Career Cluster

OCCUPATIONAL TITLE	ENTRY LEVEL WAGE	MEDIAN WAGE	EXPERIENCED LEVEL WAGE
First-Line Supervisors of Office & Administrative Support Workers	\$40,600	\$58,250	\$69,390

Engineering Career Cluster

OCCUPATIONAL TITLE	ENTRY LEVEL WAGE	MEDIAN WAGE	EXPERIENCED LEVEL WAGE
Aircraft Structure, Surfaces, Rigging, & Systems Assemblers	\$42,560	\$61,500	\$63,450

Finance Career Cluster

OCCUPATIONAL TITLE	ENTRY LEVEL WAGE	MEDIAN WAGE	EXPERIENCED LEVEL WAGE
Claims Adjusters, Examiners, & Investigators	\$49,960	\$72,180	\$83,550
Insurance Claims & Policy Processing Clerks	\$36,700	\$46,090	\$53,100
Insurance Sales Agents	\$36,270	\$59,000	\$108,860
Loan Interviewers & Clerks	\$34,780	\$45,390	\$51,360
Payroll & Timekeeping Clerks	\$34,610	\$47,530	\$55,600

Health & Bio Sciences Career Cluster

OCCUPATIONAL TITLE	ENTRY LEVEL WAGE	MEDIAN WAGE	EXPERIENCED LEVEL WAGE
Dental Hygienists	\$67,410	\$77,610	\$86,740
Diagnostic Medical Sonographers	\$67,350	\$80,690	\$90,590
Licensed Practical & Vocational Nurses	\$41,430	\$49,250	\$56,760
Occupational Therapy Assistants	\$53,040	\$58,400	\$64,200
Physical Therapist Assistants	\$46,590	\$60,720	\$66,790
Radiologic Technologists & Technicians	\$46,560	\$61,340	\$70,400
Respiratory Therapists	\$53,750	\$64,800	\$74,830
Surgical Technologists	\$38,880	\$48,660	\$57,260

Hospitality & Tourism Career Cluster

OCCUPATIONAL TITLE	ENTRY LEVEL WAGE	MEDIAN WAGE	EXPERIENCED LEVEL WAGE
Chefs & Head Cooks	\$34,610	\$49,120	\$60,790
First-Line Supervisors of Housekeeping & Janitorial Workers	\$32,750	\$42,020	\$51,630
Food Service Managers	\$46,930	\$61,480	\$75,500

Information Technology Career Cluster

OCCUPATIONAL TITLE	ENTRY LEVEL WAGE	MEDIAN WAGE	EXPERIENCED LEVEL WAGE
Computer User Support Specialists	\$37,060	\$49,650	\$62,260

Law, Public Safety, & Security Career Cluster

OCCUPATIONAL TITLE	ENTRY LEVEL WAGE	MEDIAN WAGE	EXPERIENCED LEVEL WAGE
Paralegals & Legal Assistants	\$36,430	\$48,490	\$61,820
Police & Sheriff's Patrol Officers	\$37,850	\$48,890	\$58,960

Manufacturing Career Cluster

OCCUPATIONAL TITLE	ENTRY LEVEL WAGE	MEDIAN WAGE	EXPERIENCED LEVEL WAGE
Coating, Painting, & Spraying Machine Setters, Operators, & Tenders	\$32,850	\$42,680	\$49,890
Computer Numerically Controlled Tool Operators	\$35,250	\$44,500	\$52,280
Electrical & Electronic Engineering Technologists & Technicians	\$46,070	\$63,390	\$72,860
First-Line Supervisors of Production & Operating Workers	\$46,070	\$64,250	\$79,490
Heating, Air Conditioning, & Refrigeration Mechanics & Installers	\$35,360	\$49,020	\$63,580
Industrial Machinery Mechanics	\$43,770	\$62,130	\$69,190
Inspectors, Testers, Sorters, Samplers, & Weighers	\$34,910	\$47,960	\$60,820
Machinists	\$34,000	\$45,400	\$52,190
Production, Planning, & Expediting Clerks	\$37,070	\$48,480	\$61,350
Welders, Cutters, Solderers, & Brazers	\$36,910	\$47,080	\$54,140

Marketing Career Cluster

OCCUPATIONAL TITLE	ENTRY LEVEL WAGE	MEDIAN WAGE	EXPERIENCED LEVEL WAGE
First-Line Supervisors of Retail Sales Workers	\$31,140	\$44,570	\$54,950
Property, Real Estate, & Community Association Managers	\$30,150	\$46,410	\$68,550
Sales Representatives, Wholesale & Manufacturing, Except Technical & Scientific Products	\$42,140	\$68,840	\$95,860

Transportation Career Cluster

OCCUPATIONAL TITLE	ENTRY LEVEL WAGE	MEDIAN WAGE	EXPERIENCED LEVEL WAGE
Aircraft Mechanics & Service Technicians	\$48,670	\$65,870	\$76,740
Automotive Body & Related Repairers	\$33,230	\$46,460	\$56,490
Automotive Service Technicians & Mechanics	\$28,540	\$42,060	\$51,810
Bus & Truck Mechanics & Diesel Engine Specialists	\$38,330	\$49,630	\$59,190
First-Line Supervisors of Mechanics, Installers, & Repairers	\$45,720	\$69,340	\$84,850
Mobile Heavy Equipment Mechanics, Except Engines	\$41,280	\$57,530	\$63,190
Transportation, Storage, & Distribution Managers	\$73,800	\$96,610	\$120,360

All Other Careers

OCCUPATIONAL TITLE	ENTRY LEVEL WAGE	MEDIAN WAGE	EXPERIENCED LEVEL WAGE
Dispatchers, Except Police, Fire, & Ambulance	\$29,630	\$43,680	\$57,880
Executive Secretaries & Executive Administrative Assistants	\$36,140	\$53,170	\$63,920
Heavy & Tractor-Trailer Truck Drivers	\$36,140	\$48,160	\$59,310
Postal Service Clerks	\$40,820	\$53,440	\$60,390
Telecommunications Equipment Installers & Repairers, Except Line Installers	\$37,730	\$57,170	\$64,120



Labor market information can be used to make informed career and employment decisions. The Labor Market Information Services Division can help you prepare for the job market and make strong career choices that will ensure your future success!

For more information visit our site www.klic.dol.ks.gov or contact us at KDOL.Laborstats@ks.gov.