



# In-Demand Jobs

A Study of the Occupational Outlook in San Diego

Funded by

**SAN DIEGO  
WORKFORCE  
PARTNERSHIP®**

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## EXECUTIVE SUMMARY

### BACKGROUND

In April of 2013, the San Diego Workforce Partnership (SDWP) commissioned BW Research Partnership, Inc. (BW Research) to identify the San Diego County's top 50 in-demand jobs and develop a robust profile of each occupation based on employer feedback and current labor market information. The attached report is meant to supplement the 50 occupational profiles that were developed as part of this research and provide some additional insight on the employer surveys, executive interviews and online resume panels.

The study had three key research objectives:

1. Identify 50 in-demand occupations in San Diego County that can be filled or developed by SDWP's job-seeking customers.
2. Develop a robust profile of each of the 50 in-demand jobs based on current labor market information and direct feedback from San Diego County employers through quantitative surveys, qualitative interviews and online panels.
3. Examine the evolving employer expectations for education, technical skills and non-technical skills in the context of the in-demand occupations. This information is meant to inform and educate students and job-seekers as they prepare for the world of work.

The study also provided valuable workforce development information for San Diego County and the regional labor market, including:

- An assessment of career pathways in San Diego County's labor market and their relationship to different occupations and industries.
- An in-depth qualitative examination of San Diego County employers' attitudes and perspectives on special population job-seekers, including older workers, the previously incarcerated, those with disabilities and veterans.
- An analysis of the role the resume plays in getting employed and how that differs by industry, occupation and the size of the employer.

The research began with an extensive analysis of available labor market information, using California Employment Development Department (EDD) and Economic Modeling Specialists, Intl. (EMSI) labor market projections. BW Research identified in-demand occupations based on: a) total employment and forecasted growth; b) relevance to key industries that were prioritized by the San Diego Workforce Partnership; and c) likeliness to have educational requirements that could be met by the SDWP's job-seeking customers.

After identifying the in-demand occupations, online and telephone surveys were conducted at random with San Diego County employers (with 5 or more employees) to provide specific occupational information on up to four occupations that they employed. Additional qualitative executive interviews and online resume panels were also completed with San Diego County employers.

## HOW TO USE THIS REPORT

The fifty occupational profiles provide a wealth of current information on what San Diego County employers expect from these in-demand occupations. These occupational profiles can be used to:

1. **Educate students and job-seekers of their occupational opportunities in the San Diego County job market.** The occupational profiles provide job seekers not only information about growth expectations with each occupation (both in the next 12 months and over the next 5 years), but the skills and education they should expect to have if they want to successfully apply for the position and the type of pay and benefits they could receive.
2. **Inform educators and training providers on the occupations and skills that are valued by San Diego County employers.** The occupational profiles provide valuable information for teachers and those developing curricula and training programs to better connect the dots between training and education and what employers expect from qualified applicants.
3. **Communicate to San Diego businesses how their occupational expectations and perspectives compare with other employers in the County.** The occupational profiles can also provide employers with a better understanding of how their occupational and hiring expectations compare to other employers in the County. This can assist employers in determining whether their hiring requirements, benefits and salary offerings are consistent with the San Diego job market for the in-demand occupations.

## HOW TO INTERPRET THE DATA

The occupational profiles at the end of this report are compiled from both secondary and primary data sets. Information utilized from secondary data sources includes;

- **Occupational Title and Description** – this includes the standard occupational classification (SOC) code for each occupation and is determined by the U.S. Bureau of Labor Statistics (BLS).
- **Current Employment by Gender** – this includes percentage or proportional employment for each gender within each occupation and is sourced from Economic Modeling Specialists Intl. (EMSI).
- **Key Skills and Abilities** – this includes the top ten skills and abilities for the occupation as derived from information on detailed work activities (DWAs) provided by the Texas Workforce Commission's Strategic Workforce Assessment Program (SWAP).
- **Wage** – this includes entry-level, median, and experienced hourly wage for each occupation sourced from the State of California's Employment Development Department (EDD).



- **Current Employment, Average Annual Job Openings, 5-year Growth Projection** – this includes employment numbers and growth percentages sourced from EMSI, with projected industry growth pegged to overall industry growth (strong, average, below average).
- **Current Employment by Age** – this includes the percentage of each occupation that falls into each age category and is sourced from EMSI.
- **Industries that are Hiring the Occupation** – this includes the top industries that are currently hiring each occupation based on staffing patterns presented by EMSI.
- **Occupational Tiers** are defined based on educational requirements and average earnings. The occupations included in the report are classified based on the broadly defined tiers listed below;
  - **Tier 1 Occupations** include managers (Chief Executives, Financial Managers and Sales Managers), professional positions (Lawyers, Accountants and Physicians) and highly-skilled technical occupations, such as scientists, computer programmers and engineers. These occupations are typically the highest-paying, highest-skilled occupations in the economy. In 2012, the average earnings for Tier 1 occupations in California was \$38.17 an hour or approximately \$79,400 a year (assuming a 40 hour work week for the entire year).
  - **Tier 2 Occupations** include sales positions (Sales Representatives), teachers and librarians, office and administrative positions (Accounting Clerks and Secretaries) and manufacturing, operations and production positions (Assemblers, Electricians and Machinists). These occupations have historically provided the majority of employment opportunities and could be referred to as middle-wage, middle-skill positions. In 2012, the average earnings for Tier 2 occupations in California was \$21.22 an hour or approximately \$44,100 a year (assuming a 40 hour work week for the entire year).
  - **Tier 3 Occupations** include protective services (Security Guards), food service and retail positions (Waiters, Cooks and Cashiers), building and grounds cleaning positions (Janitors) and personal care positions (Home Health Aides and Child Care Workers). These occupations typically represent lower-skilled service positions with lower wages that require little formal training and/or education. In 2012, the average wage for Tier 3 occupations in California was \$11.96 an hour or approximately \$24,900 a year (assuming a 40 hour work week for the entire year).

Information compiled from the employer survey includes;

- **12-month Employer Growth Expectations** – this includes expected employment 12 months from now for each occupation as reported by employers, the derived expected growth rate, and the growth rating (below average, average, strong) pegged to overall industry responses.
- **Career Advancement Potential** – this includes career pathways as developed from qualitative responses from employers for each occupation.
- **Educational Expectations** – this includes the range of educational expectations (minimum, typical, high) as reported by employers when asked about hiring for each occupation.
- **Technical Skill Requirements** – this includes the average response for proficiency in each of the technical skills as reported by employers when asked about hiring for each occupation.
- **Non-technical Skill Requirements** - this includes the average response for proficiency in each of the non-technical skills as reported by employers when asked about hiring for each occupation.
- **Deficiencies with Applicants** – this includes the percentage employers that reported a particular deficiency with applicants for each occupation (many employers reported no deficiencies).
- **Benefits Offered by Employers** – this includes the percentage of employers that indicated that “yes” their firm offers the listed benefits to employees within each occupation.
- **Frequency of Full-time Employment** – this includes the percentage of employers that answered whether the occupation is most often permanent full-time or temporary or part-time.
- **Retirement Expectations** – this includes the percentage of current employees expected to retire over the next two to three years for each occupation as reported by employers.
- **Hiring the Previously Incarcerated** – this includes the percentage of employers that would consider hiring previously incarcerated individuals for each occupation along with the likeliness of hire compared to the overall industry response (more likely, less likely, average willingness).

Please note: Occupations in the profile section accompanied by an asterisk (\*) have a small sample size for survey data, therefore caution should be exercised when interpreting results.



## KEY FINDINGS & CONCLUSIONS

The following summarizes key findings and conclusions from the study:

1. San Diego County employers will continue to add workers at a consistent but not overly-exuberant rate in 2013 and early 2014. Employers that have at least one of the 50 occupations in this research expect to grow at about 2 percent over the next 12 months. The recovery from the great recession over the last five years has not been quick or robust, but the results remain positive.
2. Employers of construction occupations have experienced considerable losses over the last five and six years, but are expecting to increase hiring over the next 12 months. Occupations such as Construction Laborers, Painters, Construction and Maintenance Workers and Construction Equipment Operators all expect to see over five percent growth over the next 12 months, more than twice the average for all the 50 in-demand jobs.
3. Long-term forecasted growth expectations for certain occupations have different short-term employer growth expectations. This research was built around that assumption that employers have a better sense of their short-term (12 month) hiring needs and expectations than long-term employment forecasts. However, for long-run (5 year) industry and occupational forecasts an economic occupational and industry model will provide the baseline forecast. For instance, occupations such as Network and Computer Systems Administrators and Management Analysts all are expected to grow considerably over the next five years by most occupational models, but are actually expected to decline in the short-term based on employer feedback.
4. Healthcare has been one of the few industries that has experienced strong employment growth the last three to four years. The healthcare occupations that were examined as part of this study showed mixed results, with some of the healthcare specialty occupations expecting to grow considerably (Radiological Technologists and Technicians, Dental Assistants, and Registered Nurses) while others are expected to be flat or even a slight decline (Medical Assistants, Medical and Health Services Managers, and Medical Records and Health Information Technicians). It is worth noting that San Diego's healthcare employers are still largely uncertain about the employment impact from the Patient Protection and Affordable Care Act (PPACA) which begins widespread implementation in January 2014.

## RECOMMENDATIONS

Most of the substantive research findings for the in-demand jobs study are focused on the 50 occupations. However, there were several themes that came out of the occupational research that can support the broader workforce development efforts in the County. Those recommendations for workforce development include:

1. **Develop non-technical skills assessment so job-seekers have feedback on their strengths and weaknesses in this area.** For this research, we focused on verbal communication skills, people and customer service skills, and the ability to manage and supervise people or projects so they are completed properly. Employers were generally less willing to train new employees to develop these non-technical skills than technical skills. Job-seekers need to understand how they are perceived in these areas based on their resume and responses to general interview questions that assess these different areas. A non-technical skills assessment would likely require an introductory interview with a job-counselor who would review each job-seeker on key components of their resume and their response and mannerisms to general interview questions.
2. **The importance of the resume differs by industry but a poorly developed and edited resume can be worse than none at all.** For some industries and occupations, a well thought out and specific resume for the occupation of interest is critical, this would include industries such as Information & Communications Technologies (ICT), Life Sciences and professional and technical services. For other industries, such as construction and retail that is less true. However, even employers that place less importance on a resume will still be considerably less likely to hire someone if they bring in a resume that has errors in it or describes skills and experience that is irrelevant for the position being applied for. Job-seekers need to be educated on the importance of resumes for certain positions but also learn that a poorly developed and implemented resume can be worse than nothing at all.
3. **Strategies to support special populations need to be grounded in employer realities.** Efforts to maximize employment opportunities for special populations should be built around those occupations and industries that are more willing to hire each of the special population groups or would be more likely to value their skills. For example, employers in industries that require more interaction with a broad customer base such as business services, consulting or the hospitality industry have indicated the value of older workers who often have strong communication and customer service skills.

## QUALITATIVE RESEARCH FINDINGS

In addition to the quantitative survey, BW Research conducted 30 interviews with employers and an online resume panel to understand the context for hiring decisions and potential bias towards special populations of job applicants. This research component offered important insights into the thought process of San Diego employers and provide useful information for targeted workforce development.

The resume research was primarily focused on special populations of workers. San Diego Workforce Partnership (SDWP) funds job training programs that provide special populations such as youth, veterans, individuals with disabilities, the formerly incarcerated, low-skilled workers, and mature workers access to training in order to obtain sustainable and fulfilling careers.

SDWP understands that special populations are critical elements of the workforce. In order to enhance the general awareness among employers and training providers of the needs and strengths of each population, SDWP first analyzed the perceptions of employers regarding these groups.

Below is a summary of key findings from the resume panels and interviews:

1. **Employers want examples of abilities.** Skills, training, and experience are valuable commodities for applicants, but more and more employers are demanding connecting those skills analytically to their problems. As one employer put it, “show me, don’t tell me. I like the skills but need proof of proficiency and ability.” For the job-seeker this means don’t just talk about what you can do, explain your skills in the context of the industry or occupation you are applying for and use examples that demonstrate your skills that are meaningful to the employer.
2. **Flexibility is key.** San Diego is a dynamic place and job functions are changing rapidly. Employers are looking for workers who are willing to adapt and take on new responsibilities and challenges. A recent study completed by BW Research of Silicon Valley’s ICT employers, revealed that employers preferred hiring flexible and adaptable job applicants by a two to one margin over more technically skilled and industry experienced applicants who do not appear as flexible and adaptable.
3. **Keep skills current.** Technology is providing easy access to flexible, online training. As one employer admonished, “take advantage of the many on-line course and on-campus refresher classes to get up to speed on subject matters for the targeted firm. Your competition is.”
4. **Attitude and soft skills matter.** Employers across all industries noted that applicants’ deficiencies in communication, problem solving, and work ethic are non-starters. While they might be willing to train for technical skills or industry-specific knowledge, employers expect applicants to be polished for their in-demand occupations.

In addition to these general findings, employers provided valuable feedback for each of the special populations studied. Overall, among randomly selected resumes for review, employers had strong opinions – both positive and negative – for all categories of workers. Employers for this in-demand jobs study responded slightly more preferably towards special populations than employers surveyed in a separate study (Self-Sufficiency Employment) conducted for SDWP by the Economic Advancement Research Institute. However, both reports found employers' preferences for veterans are surprisingly low. The following is a summary of the special population research:

1. **Employers are skeptical of formerly incarcerated applicants but are often willing to take a chance.** Employers are noncommittal towards hiring formerly incarcerated, but when such applicants have demonstrated positive community reengagement, employers feel good about hiring them. As one employer reported “everyone deserves a shot and [the applicant] is coming clean and is trying to give back. We’d at least give him an interview...”
2. **Older workers face less discrimination than they might think.** Employers reported that they believe age discrimination to be fairly rampant, but the older worker resume was the highest rated among all resumes. Why? Because it was drafted to highlight how all of those years were used to build experience and problem solving. The key for older workers is to show consistent building of skills and experience, and keeping pace with technology.
3. **People with disabilities face serious obstacles.** However, this is because employers have concerns with whether the applicants can do the job. Positive past experiences on a resume or explained in an interview go a long way in mitigating those concerns.
4. **Veteran preference is not a top of mind issue for employers.** Though there is some social obligation bias to prefer veterans, employers focus on what the military experience brings to the table. It is not enough to just have an honorable discharge. Employers want applicants to connect the dots for how the military experience can benefit their firm.

For all special populations, it is critical for applicants to demonstrate their experience and present their abilities in a positive light. Workforce developers, job coaches, and career counselors should work with applicants on how to present themselves in resumes to show how their backgrounds can be useful to employers and solve their problems.

## APPENDIX A: METHODOLOGY

Data compiled for this report were drawn from both primary and secondary data sources. The table below provides a brief overview of the methodology utilized for the survey research component of the project.

**Table 8: Overview of Survey Methodology**

<b>Method</b>	Web & Telephone Survey of San Diego County Employers
<b>Number of Survey Participants</b>	521 Employers in San Diego County.
<b>Survey Field Dates</b>	Web & Telephone Survey: June 6 – 24, 2013.
<b>Survey Universe</b>	41,418 Firms with Five or More Employees in San Diego County

### SURVEY DESIGN

Through an iterative process, BW Research worked closely with the San Diego Workforce Partnership to develop a survey instrument that met the research objectives of the study. In developing the survey instrument, BW Research utilized techniques to overcome known biases in survey research and minimize potential sources of measurement error within the survey.

#### *Sampling Method*

A database of San Diego County employers was utilized for the telephone portion of the survey. The web survey was completed by San Diego County employers from a panel provided by eRewards. Certain industries were targeted to ensure a higher incidence of occupational completes. Once a particular occupation reached the desired amount of completes, it was shut down for respondents and they were asked to provide information for occupations that had not yet reached the quota.

#### *Data Collection*

Prior to beginning data collection, BW Research conducted interviewer training and also pre-tested the survey instrument (web and phone) to ensure that all words and questions were easily understood by the respondents. Telephone interviews were generally conducted from 9:00am to 4:30pm Monday through Friday. The data collection period was June 6 through June 24, 2013.



## APPENDIX B: OCCUPATIONAL PROFILES



# Occupational Profiles



## Occupational Profiles at a Glance

Occupation	2012 Jobs	5-year Growth	Median Wage
Accountants and Auditors (13-2011)	16,253	7.1%	\$ 30.66
Billing and Posting Clerks (43-3021)	4,951	9.7%	\$ 17.41
Biological Technicians (19-4021)	2,351	10.9%	\$ 20.47
Bookkeeping, Accounting, and Auditing Clerks (43-3031)	19,263	6.6%	\$ 18.49
Business Operations Specialists, All Other (13-1199)	12,873	6.8%	\$ 31.84
Civil Engineers (17-2051)	4,160	5.0%	\$ 39.22
Computer Support Specialists (15-1159)	6,829	6.5%	\$ 23.35
Computer Systems Analysts (15-1121)	5,648	8.6%	\$ 36.99
Construction Laborers (47-2061)	11,555	3.5%	\$ 15.21
Customer Service Representatives (43-4051)	20,908	5.5%	\$ 17.03
Dental Assistants (31-9091)	3,825	6.3%	\$ 17.53
Dental Hygienists (29-2021)	1,456	11.1%	\$ 43.57
Electricians (47-2111)	5,448	16.9%	\$ 23.98
Executive Secretaries and Executive Administrative Assistants (43-6011)	14,461	6.2%	\$ 22.06
Financial Analysts (13-2051)	5,667	12.6%	\$ 34.84
General and Operations Managers (11-1021)	21,259	1.5%	\$ 52.23
HVAC Mechanics and Installers (49-9021)	2,079	13.7%	\$ 22.72
Inspectors, Testers, Sorters, Samplers, and Weighers (51-9061)	5,375	9.7%	\$ 17.72
Insurance Sales Agents (41-3021)	8,634	12.8%	\$ 25.08
Licensed Practical and Licensed Vocational Nurses (29-2061)	5,673	12.3%	\$ 23.31
Machinists (51-4041)	4,116	4.8%	\$ 19.42
Maintenance and Repair Workers, General (49-9071)	12,714	6.6%	\$ 16.46
Management Analysts (13-1111)	16,092	16.4%	\$ 31.82
Market Research Analysts and Marketing Specialists (13-1161)	6,512	17.9%	\$ 29.20
Medical and Health Services Managers (11-9111)	2,608	9.9%	\$ 48.04

<b>Occupation</b>	<b>2012 Jobs</b>	<b>5-year Growth</b>	<b>Median Wage</b>
<b>Medical Assistants (31-9092)</b>	7,438	13.1%	\$ 15.26
<b>Medical Records and Health Information Technicians (29-2071)</b>	1,662	11.2%	\$ 17.71
<b>Medical Secretaries (43-6013)</b>	8,738	15.3%	\$ 16.43
<b>Network and Computer Systems Administrators (15-1142)</b>	3,976	10.7%	\$ 35.75
<b>Office Clerks, General (43-9061)</b>	36,347	6.7%	\$ 14.18
<b>Operating Engineers and Construction Equipment Operators (47-2023)</b>	1,758	6.5%	\$ 29.47
<b>Painters, Construction and Maintenance Workers (47-2141)</b>	5,843	15.6%	\$ 16.70
<b>Personal Financial Advisors (13-2052)</b>	17,959	28.2%	\$ 29.84
<b>Physical Therapists (29-1123)</b>	1,674	19.2%	\$ 39.06
<b>Radiologic Technologists and Technicians (29-2037)</b>	1,772	16.6%	\$ 31.85
<b>Receptionists and Information Clerks (43-4171)</b>	10,595	11.3%	\$ 13.84
<b>Registered Nurses (29-1111)</b>	21,639	10.2%	\$ 40.02
<b>Sales Representatives, except Technical and Scientific Products (41-4012)</b>	10,816	6.6%	\$ 24.28
<b>Sales Representatives for Technical and Scientific Products (41-4011)</b>	4,638	10.0%	\$ 33.75
<b>Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)</b>	17,641	5.2%	\$ 17.62
<b>Securities, Commodities, and Financial Services Sales Agents (41-3031)</b>	14,417	23.3%	\$ 23.86
<b>Software Developers, Systems Software (15-1133)</b>	6,211	12.1%	\$ 47.33
<b>Software Developers, Applications (15-1132)</b>	8,945	8.3%	\$ 44.45
<b>Supervisors of Food Preparation and Serving Workers (35-1012)</b>	9,291	11.3%	\$ 13.66
<b>Supervisors of Non-Retail Sales Workers (41-1012)</b>	8,759	3.1%	\$ 19.96
<b>Supervisors of Office and Administrative Support Workers (43-1011)</b>	15,041	6.7%	\$ 24.86
<b>Supervisors of Retail Sales Workers (41-1011)</b>	20,130	1.7%	\$ 15.55
<b>Teacher Assistants (25-9041)</b>	9,752	4.2%	\$ 13.40
<b>Telecom Equipment Installers and Repairers, except Line Installers (49-2022)</b>	2,818	4.6%	\$ 25.45
<b>Telecommunications Line Installers and Repairers (49-9052)</b>	2,088	11.0%	\$ 22.75

# Accountants and Auditors (13-2011)

Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others.

## Current Employment by Gender



**80%** **20%**

## High Skill Position Tier 1

**\$30.66**  
Median Wage

**16,253**  
Current Employment

**585**  
Average Annual Job Openings  
(New + Replacement)

**Below Average**  
Employer Growth Expectations  
(12 Months)

**Average**  
Projected Industry Growth  
(5 Year)

## Career Advancement Potential

Strong career pathways in management positions

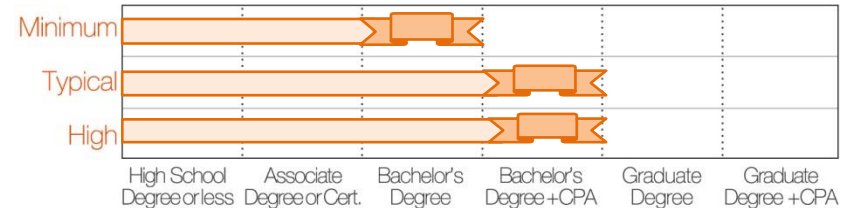
## Key Skills & Abilities for this Position

- Evaluate degree of financial risk
- Identify financial risks to company
- Explain available financial assistance
- Analyze financial information to project future revenues or expenses
- Analyze financial data
- Operate computers to enter, calculate, access, and retrieve data
- Direct financial activities
- Advise internal and external clients, customers, and managers on technical matters, problems, procedures, and
- Participate in organizational meetings or activities
- Make revenue or sales forecasts

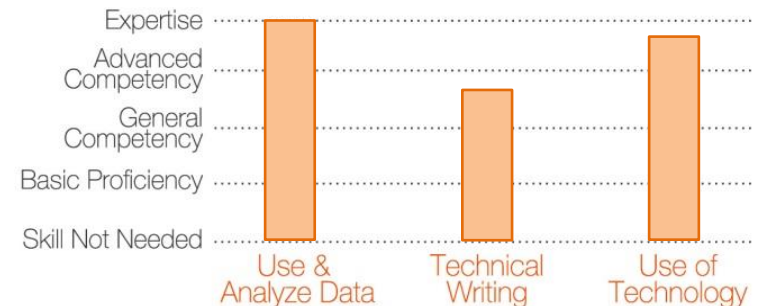
## Am I qualified for this occupation?



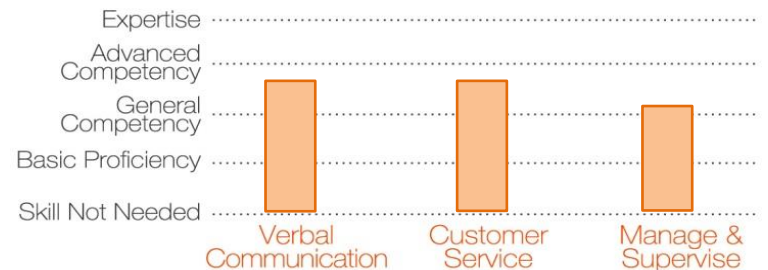
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**22%**  
Training Specific to  
the Position

**17%**  
Education Level

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

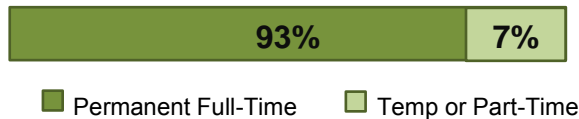
<b>\$21.11</b>	<b>\$30.66</b>	<b>\$46.02</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

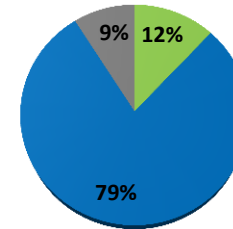
<b>96%</b>	<b>92%</b>	<b>73%</b>	<b>88%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



- More
- Stay the same
- Less
- Uncertain

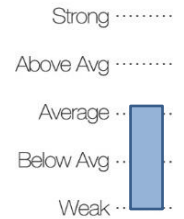
**16,253**  
Current Employment (2012)

**16,497**  
Expected Employment (12 Months)

**1.5%**  
Employer Expected Growth Rate (12 Months)

**7%**  
5 Year Growth Projection (2012-2017)

### Rating

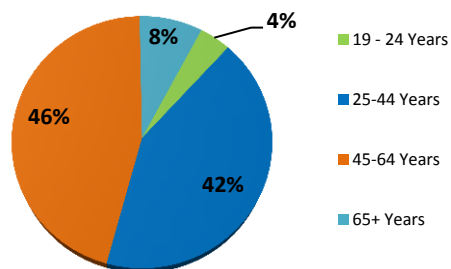


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

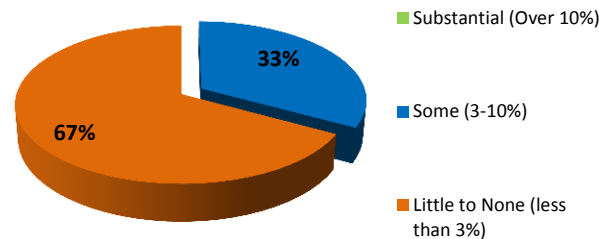
**229** Annual New Job Openings + **356** Annual Replacement Job Openings = **585** Annual Total Job Openings

## What else should I know?

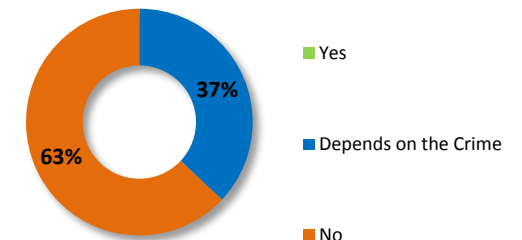
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Public Sector & Education
- Life Sciences, Biomedical and Research & Development

### Less likely to consider previously incarcerated applicants

Over half of employers would not consider hiring a formerly incarcerated applicant for this occupation.

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# Billing and Posting Clerks (43-3021)

Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for deliver or shipment of goods.

## Current Employment by Gender



**14%** **86%**

Medium Skill Position  
Tier 2

**\$17.41**  
Median Wage

**4,951**  
Current Employment

**186**  
Average Annual Job Openings  
(New + Replacement)

**Average**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Limited career pathways depending on employer

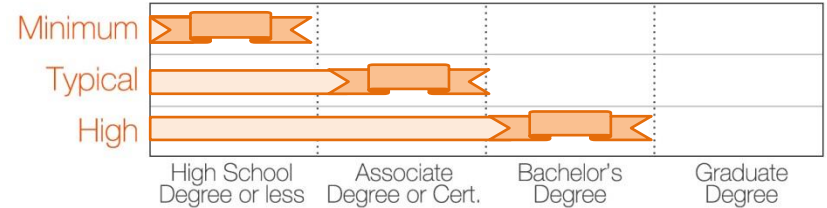
## Key Skills & Abilities for this Position

- Maintain balance sheets
- Process payroll documents, records, or checks
- Maintain records, reports, files, listings, or logs
- Maintain customer and account records
- Operate computers to enter, calculate, access, and retrieve data
- Disburse organizational funding
- Compute financial data
- Compile data for financial reports
- Prepare technical, managerial, financial, or informational reports
- Reconcile financial records

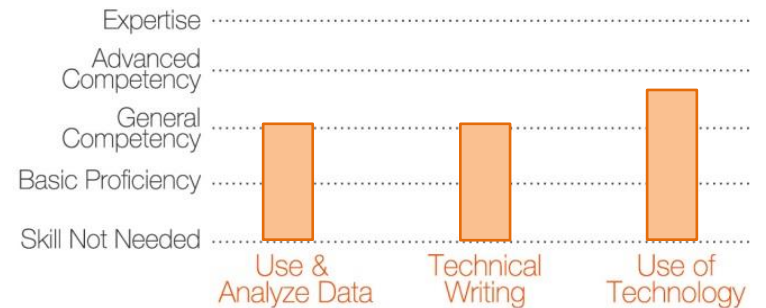
## Am I qualified for this occupation?



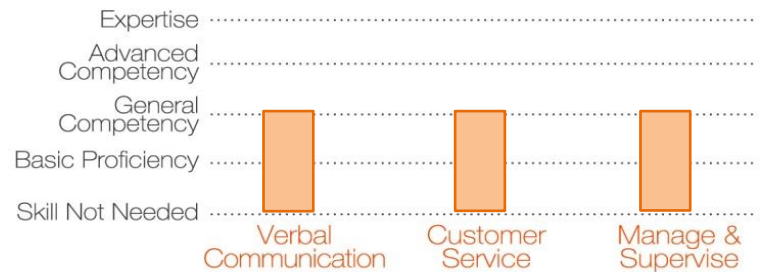
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**23%**  
Relevant Work  
Experience

**23%**  
Training Specific to  
the Position

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

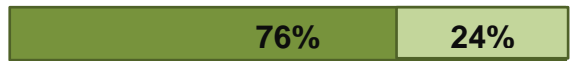
<b>\$11.50</b>	<b>\$17.41</b>	<b>\$24.95</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

<b>100%</b> Medical Insurance	<b>96%</b> Dental Insurance	<b>82%</b> Paid Sick Leave	<b>89%</b> Retirement Plan	<b>96%</b> Paid Vacation
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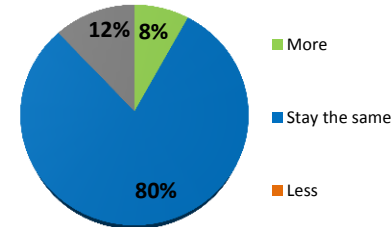
### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



■ Permanent Full-Time    ■ Temp or Part-Time

## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS

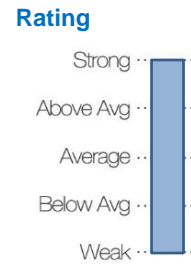


**4,951**  
Current Employment (2012)

**5,055**  
Expected Employment (12 Months)

**2.1%**  
Employer Expected Growth Rate (12 Months)

**10%**  
5 Year Growth Projection (2012-2017)

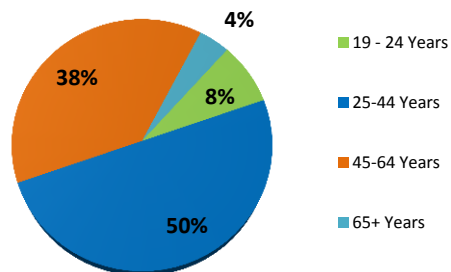


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

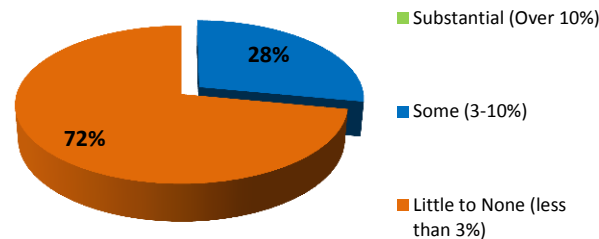
**96** Annual New Job Openings + **90** Annual Replacement Job Openings = **186** Annual Total Job Openings

## What else should I know?

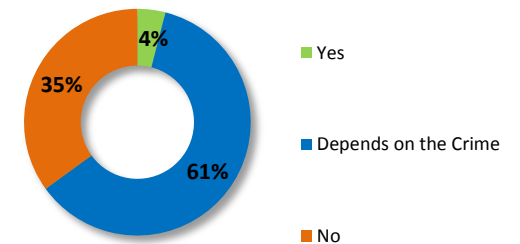
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Consulting
- Engineering

### More likely to consider previously incarcerated applicants

Over half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Biological Technicians (19-4021)

Assist biological and medical scientists in laboratories. Set up, operate, and maintain laboratory instruments and equipment.

## Current Employment by Gender



**53%** **47%**

Medium Skill Position  
Tier 2

**\$20.47**  
Median Wage

**2,351**  
Current Employment

**132**  
Average Annual Job Openings  
(New + Replacement)

**Below Average**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Some career pathways in technical and management positions

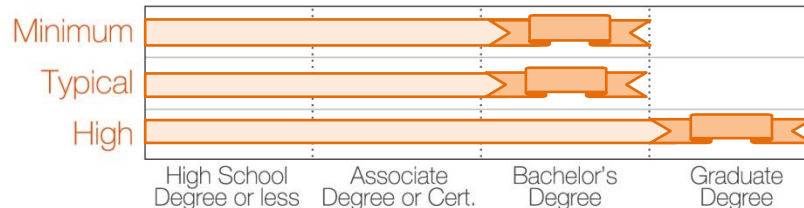
## Key Skills & Abilities for this Position

- Analyze chemical, experimental, test, or analysis data or findings
- Inseminate animals using Artificial Insemination (AI)
- Use scientific research methodology and procedures
- Collect scientific or technical data
- Communicate technical or scientific information
- Conduct laboratory research or experiments
- Maintain records, reports, files, listings, or logs
- Compile numerical or statistical data
- Prepare technical, managerial, financial, or informational reports
- Operate computers to enter, calculate, access, and retrieve data

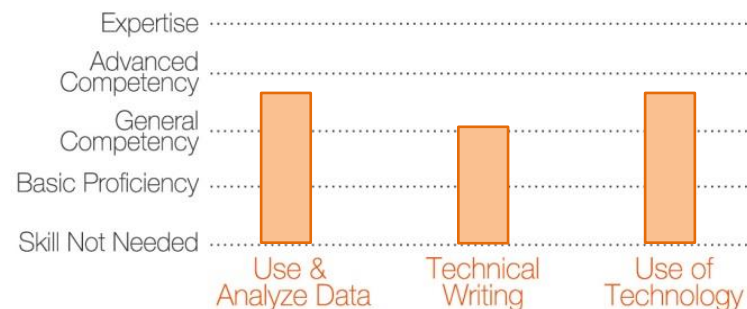
## Am I qualified for this occupation?



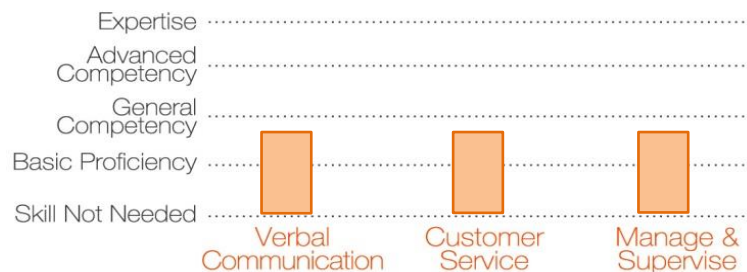
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**28%**  
Training Specific to  
the Position

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

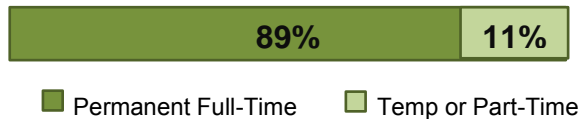
<b>\$12.45</b>	<b>\$20.47</b>	<b>\$36.18</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

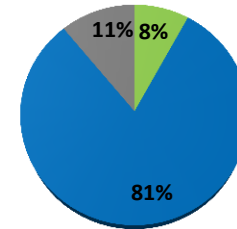
<b>96%</b>	<b>92%</b>	<b>88%</b>	<b>73%</b>	<b>92%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



- More
- Stay the same
- Less
- Uncertain

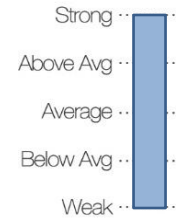
**2,351**  
Current Employment (2012)

**2,358**  
Expected Employment (12 Months)

**0.3%**  
Employer Expected Growth Rate (12 Months)

**11%**  
5 Year Growth Projection (2012-2017)

### Rating

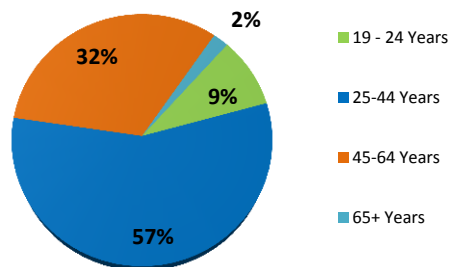


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

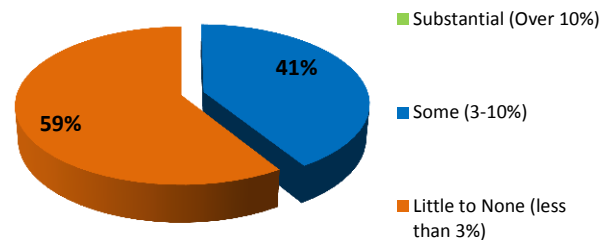
**51** Annual New Job Openings + **81** Annual Replacement Job Openings = **132** Annual Total Job Openings

## What else should I know?

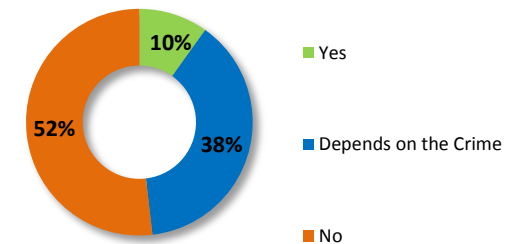
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Life Sciences, Biomedical and Research & Development
- Public Sector & Education

### Less likely to consider previously incarcerated applicants

Over half of employers would not consider hiring a formerly incarcerated applicant for this occupation.

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# Bookkeeping, Accounting, and Auditing Clerks (43-3031)

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting and verifying duties.

## Current Employment by Gender



**16%**      **84%**

Medium Skill Position  
Tier 2

**\$18.49**  
Median Wage

**19,263**  
Current Employment

**469**  
Average Annual Job Openings  
(New + Replacement)

**Below Average**  
Employer Growth Expectations  
(12 Months)

**Average**  
Projected Industry Growth  
(5 Year)

## Career Advancement Potential

Some career pathways depending on employer and industry

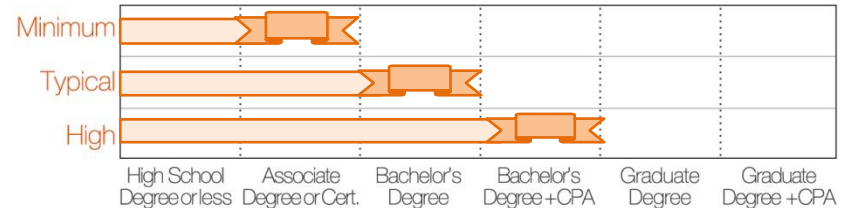
## Key Skills & Abilities for this Position

- Maintain balance sheets
- Process payroll documents, records, or checks
- Identify financial risks to company
- Explain available financial assistance
- Maintain records, reports, files, listings, or logs
- Maintain customer and account records
- Operate computers to enter, calculate, access, and retrieve data
- Disburse organizational funding
- Compute financial data
- Compile data for financial reports

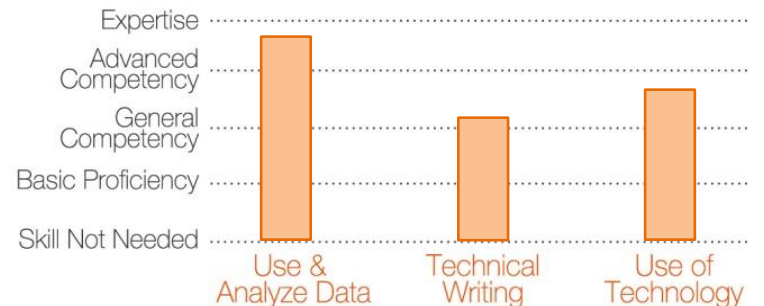
## Am I qualified for this occupation?



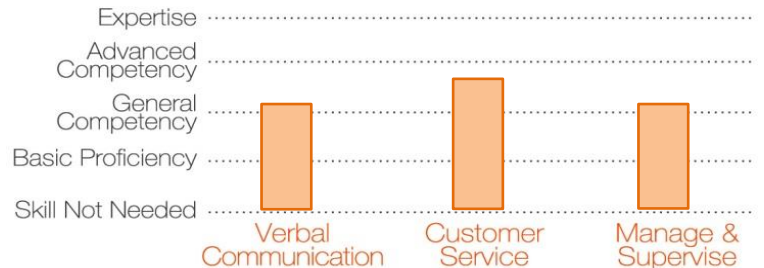
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**24%**  
Training Specific to  
the Position

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

<b>\$12.65</b>	<b>\$18.49</b>	<b>\$26.41</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

<b>96%</b>	<b>92%</b>	<b>73%</b>	<b>88%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

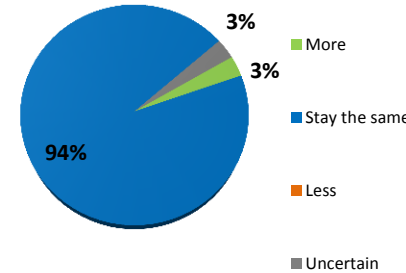
### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



■ Permanent Full-Time    ■ Temp or Part-Time

## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



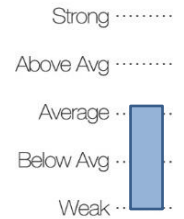
**19,263**  
Current Employment (2012)

**19,282**  
Expected Employment (12 Months)

**0.1%**  
Employer Expected Growth Rate (12 Months)

**7%**  
5 Year Growth Projection (2012-2017)

### Rating

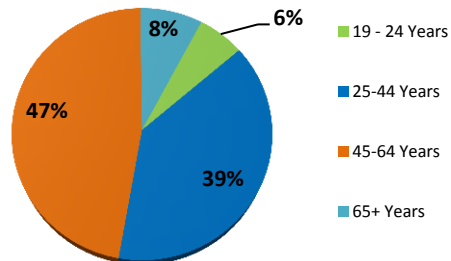


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

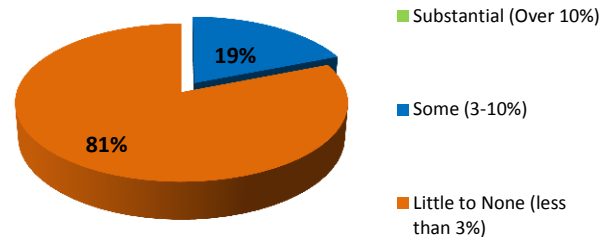
**252** Annual New Job Openings + **217** Annual Replacement Job Openings = **469** Annual Total Job Openings

## What else should I know?

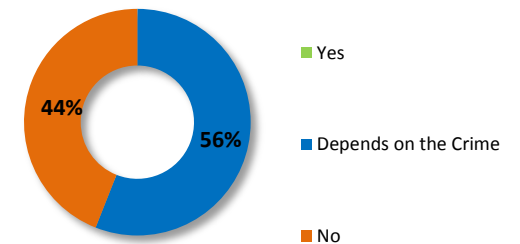
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Public Sector & Education
- Life Sciences, Biomedical and Research & Development

### More likely to consider previously incarcerated applicants

Over half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Business Operations Specialists, All Other (13-1199)

Business operation specialists include energy auditors, security management specialists, customs brokers, business continuity planners, sustainability specialists and online merchants.

## Current Employment by Gender



**46%**      **54%**

## High Skill Position Tier 1

**\$31.84**  
Median Wage

**12,873**  
Current Employment

**427**  
Average Annual Job Openings  
(New + Replacement)

**Below Average**  
Employer Growth Expectations  
(12 Months)

**Average**  
Projected Industry Growth  
(5 Year)

## Career Advancement Potential

Some career pathways depending on specialty and employer

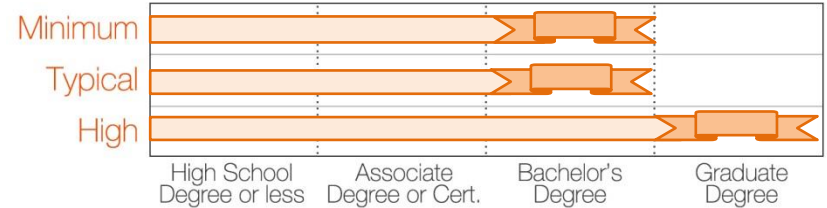
## Key Skills & Abilities for this Position

- Maintain records, reports, files, listings, or logs
- Negotiate business, sales, rental, or lease contracts
- Participate in organizational meetings or activities
- Prepare technical, managerial, financial, or informational reports
- Fill out business, government, or other forms
- Communicate technical or scientific information
- Negotiate labor agreements
- Train workers in use of equipment, computers, or work-related procedures
- Conduct business, legal, market or managerial research
- Exchange ideas and information with others

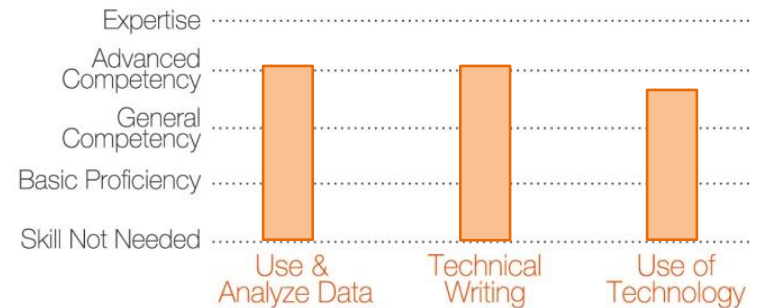
## Am I qualified for this occupation?



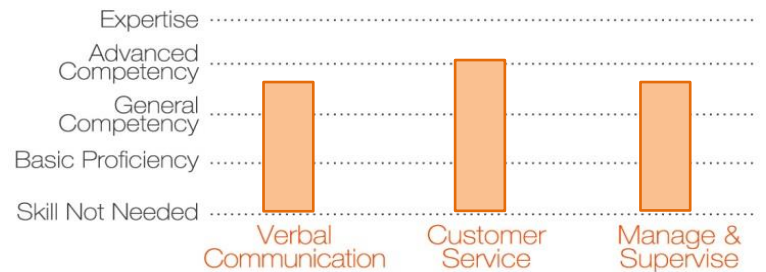
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**28%**  
Training Specific to  
the Position

**23%**  
Relevant Work  
Experience

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

<b>\$18.65</b>	<b>\$31.84</b>	<b>\$52.86</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

<b>96%</b>	<b>92%</b>	<b>73%</b>	<b>88%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

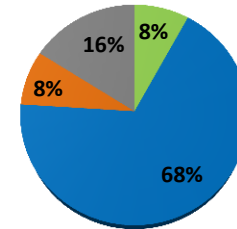
### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



■ Permanent Full-Time   ■ Temp or Part-Time

## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



■ More  
■ Stay the same  
■ Less  
■ Uncertain

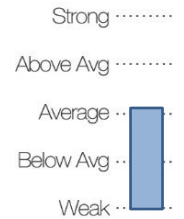
**12,873**  
Current Employment (2012)

**13,066**  
Expected Employment (12 Months)

**1.5%**  
Employer Expected Growth Rate (12 Months)

**7%**  
5 Year Growth Projection (2012-2017)

### Rating

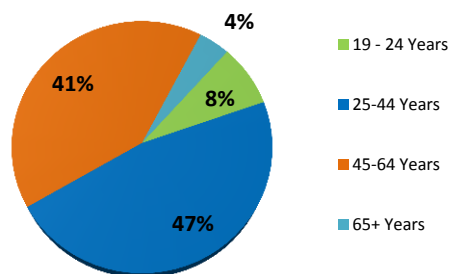


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

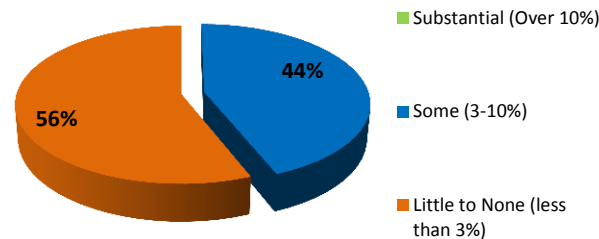
**175** Annual New Job Openings + **252** Annual Replacement Job Openings = **427** Annual Total Job Openings

## What else should I know?

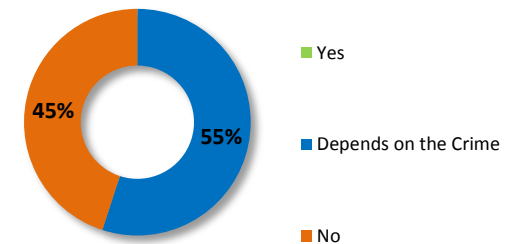
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Public Sector & Education
- Life Sciences, Biomedical and Research & Development

### More likely to consider previously incarcerated applicants

Over half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Civil Engineers (17-2051)\*

Perform engineering duties in planning, designing, and overseeing construction and maintenance of building structures, and facilities, such as roads, railroads, airports, bridges and other infrastructure.

## Current Employment by Gender



**82%**   **18%**

## High Skill Position Tier 1

**\$39.22**  
Median Wage

**4,160**  
Current Employment

**127**  
Average Annual Job Openings  
(New + Replacement)

**Strong**  
Employer Growth Expectations  
(12 Months)

**Below Average**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Strong career pathways in technical and management positions

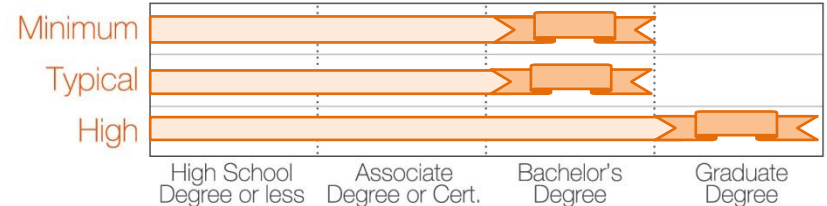
## Key Skills & Abilities for this Position

- Develop policies, protocols, procedures, methods, or standards
- Analyze project proposal to determine feasibility, cost, or time
- Estimate costs of design materials or construction
- Plan construction of structures or facilities
- Write research or project grant proposals
- Advise internal and external clients, customers, and managers on technical matters, problems, procedures, and
- Analyze engineering design problems
- Use drafting or mechanical drawing techniques
- Use scientific research methodology and procedures
- Use technical regulations for engineering problems

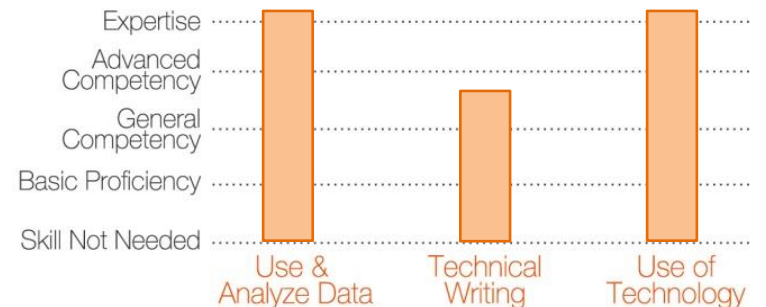
## Am I qualified for this occupation?



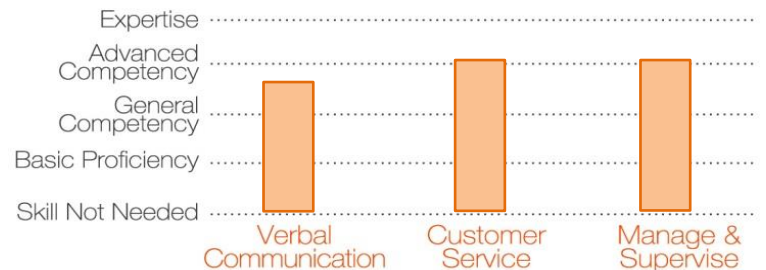
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**22%**  
Relevant Work  
Experience

**22%**  
Interpersonal &  
Social Skills

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

<b>\$24.06</b>	<b>\$39.22</b>	<b>\$56.72</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

<b>100%</b>	<b>86%</b>	<b>86%</b>	<b>100%</b>	<b>86%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

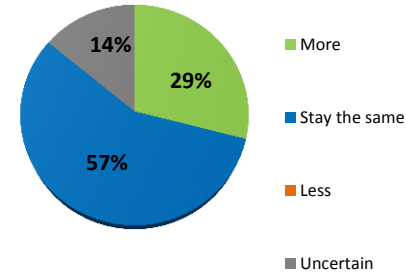
### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



■ Permanent Full-Time ■ Temp or Part-Time

## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



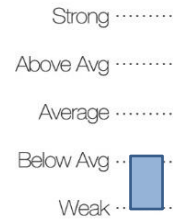
**4,160**  
Current Employment (2012)

**4,351**  
Expected Employment (12 Months)

**4.6%**  
Employer Expected Growth Rate (12 Months)

**5%**  
5 Year Growth Projection (2012-2017)

### Rating

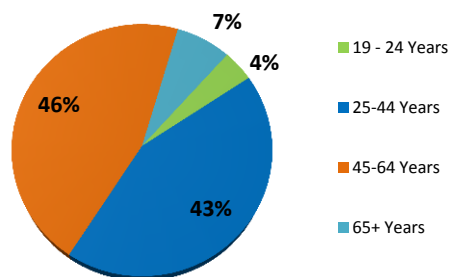


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

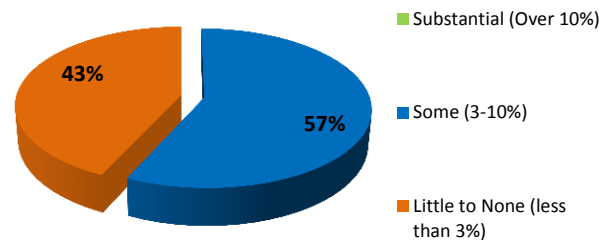
**42** Annual New Job Openings + **85** Annual Replacement Job Openings = **127** Annual Total Job Openings

## What else should I know?

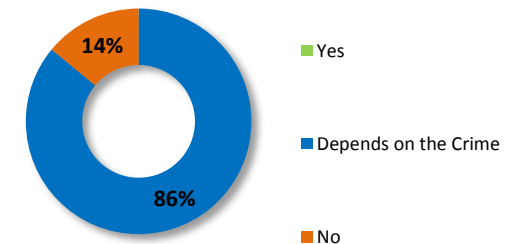
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Public Sector & Education
- Manufacturing, including Advanced Manufacturing

### More likely to consider previously incarcerated applicants

Over half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Computer Support Specialists (15-1159)

Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically.

## Current Employment by Gender



**61%**   **39%**

## High Skill Position Tier 1

**\$23.35**  
Median Wage

**6,829**  
Current Employment

**273**  
Average Annual Job Openings  
(New + Replacement)

**Below Average**  
Employer Growth Expectations  
(12 Months)

**Average**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Strong career pathways in technical positions

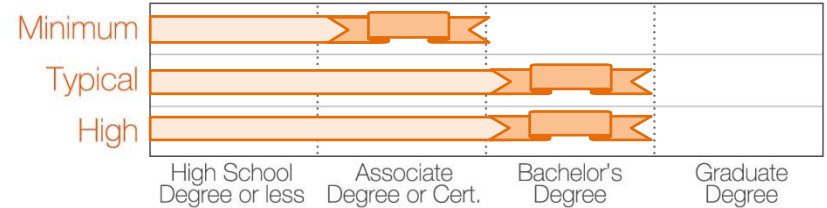
## Key Skills & Abilities for this Position

- Perform software crash analysis
- Program computer numerical controlled machines
- Network computers for data, communications, and work sharing
- Store data to avoid data loss or ensure data security
- Analyze computer systems using analysis techniques
- Communicate technical or scientific information
- Design computer hardware or software interface
- Design computer programs or programming tools
- Design data security systems
- Design hardware or software systems

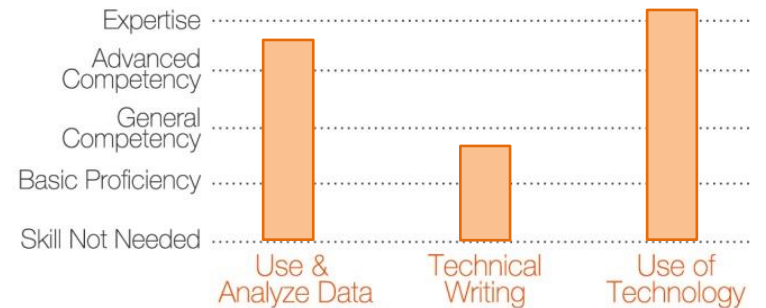
## Am I qualified for this occupation?



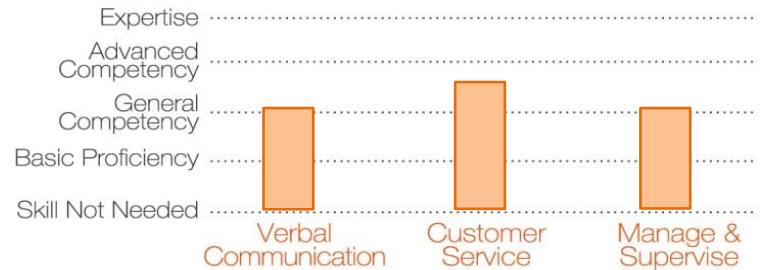
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**26%**  
Relevant Work  
Experience

**17%**  
Training Specific to  
the Position

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

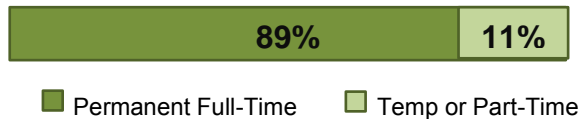
<b>\$15.43</b>	<b>\$23.35</b>	<b>\$35.47</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

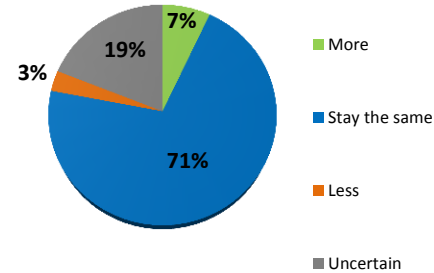
<b>97%</b>	<b>87%</b>	<b>81%</b>	<b>74%</b>	<b>90%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS

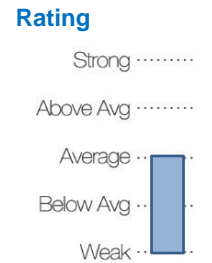


**6,829**  
Current Employment (2012)

**6,918**  
Expected Employment (12 Months)

**1.3%**  
Employer Expected Growth Rate (12 Months)

**7%**  
5 Year Growth Projection (2012-2017)

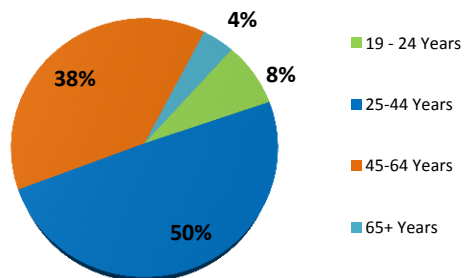


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

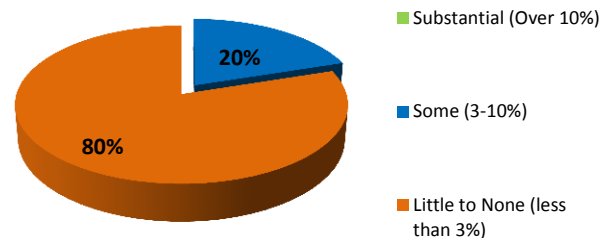
**89** Annual New Job Openings + **184** Annual Replacement Job Openings = **273** Annual Total Job Openings

## What else should I know?

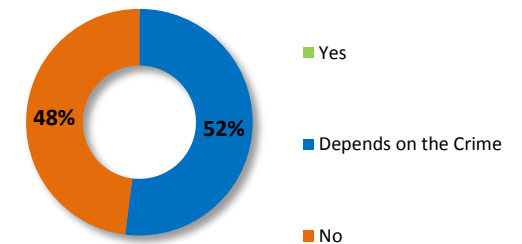
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Food and/or Accommodation Services
- Life Sciences, Biomedical and Research & Development
- Retail or Wholesale Trade

### Average willingness to consider previously incarcerated applicants

About half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Computer Systems Analysts (15-1121)

Analyze science, engineering, business and other data processing problems to implement and improve computer systems.

## Current Employment by Gender



**70%**   **30%**

## High Skill Position Tier 1

**\$36.99**  
Median Wage

**5,648**  
Current Employment

**206**  
Average Annual Job Openings  
(New + Replacement)

**Strong**  
Employer Growth Expectations  
(12 Months)

**Above Average**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Strong career pathways in technical and management positions

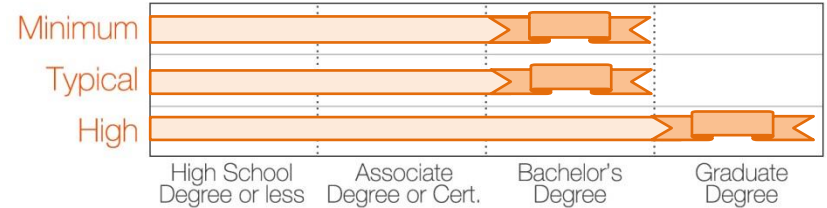
## Key Skills & Abilities for this Position

- Perform software crash analysis
- Program computer numerical controlled machines
- Network computers for data, communications, and work sharing
- Store data to avoid data loss or ensure data security
- Analyze computer systems using analysis techniques
- Communicate technical or scientific information
- Design computer hardware or software interface
- Design computer programs or programming tools
- Design data security systems
- Design hardware or software systems

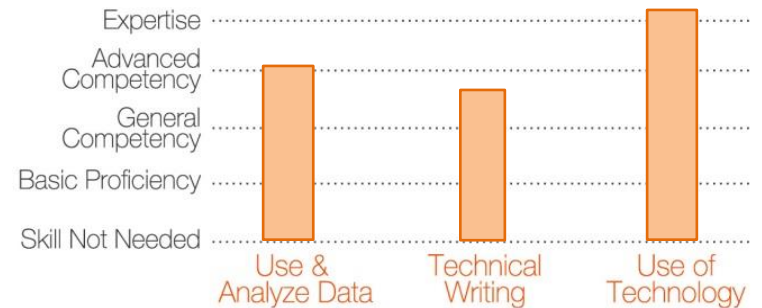
## Am I qualified for this occupation?



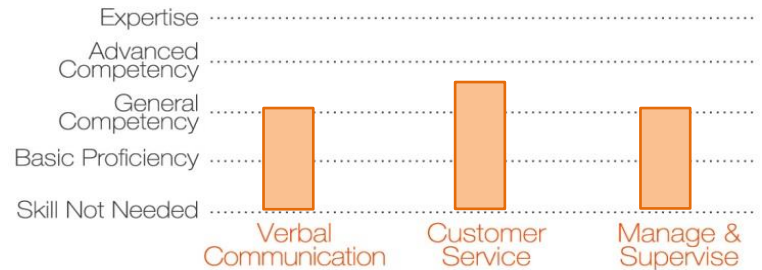
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**27%**  
Relevant Work  
Experience

**23%**  
Training Specific to  
the Position

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

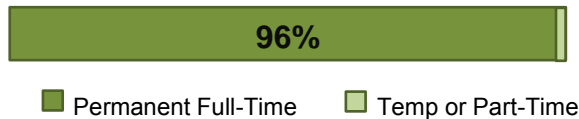
<b>\$25.19</b>	<b>\$36.99</b>	<b>\$55.75</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

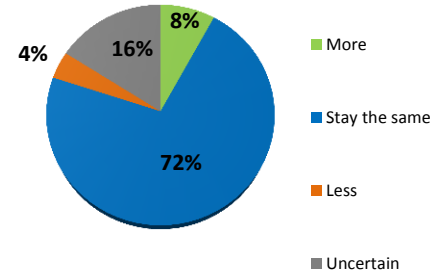
<b>96%</b>	<b>92%</b>	<b>88%</b>	<b>77%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS

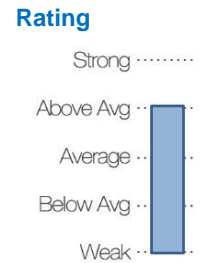


**5,648**  
Current Employment (2012)

**5,942**  
Expected Employment (12 Months)

**5.2%**  
Employer Expected Growth Rate (12 Months)

**9%**  
5 Year Growth Projection (2012-2017)

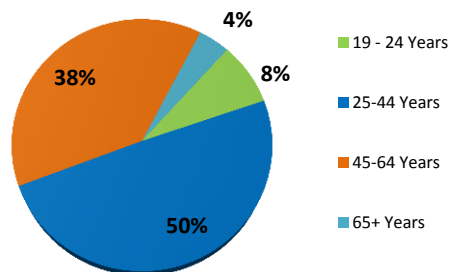


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

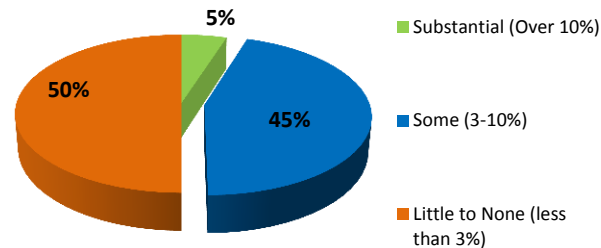
**97** Annual New Job Openings + **109** Annual Replacement Job Openings = **206** Annual Total Job Openings

## What else should I know?

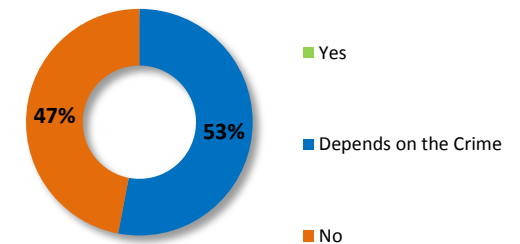
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Life Sciences, Biomedical and Research & Development
- Public Sector & Education

### Average willingness to consider previously incarcerated applicants

About half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Construction Laborers (47-2061)

Perform tasks involving physical labor at construction sites. May operate hand and power tools of all types. May clean and prepare sites and clean up rubble, debris and other waste materials.

## Current Employment by Gender



**95%**   **5%**

**Low Skill Position**  
Tier 3

**\$15.21**  
Median Wage

**11,555**  
Current Employment

**200**  
Average Annual Job Openings  
(New + Replacement)

**Strong**  
Employer Growth Expectations  
(12 Months)

**Weak**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Some career pathways in the trades and construction industry

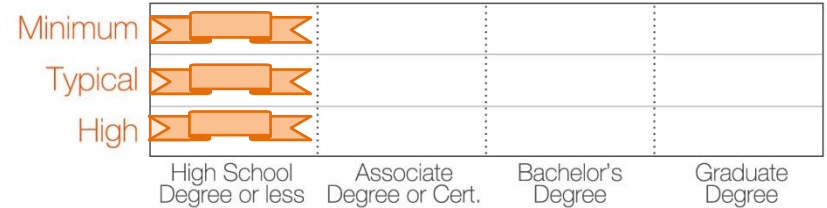
## Key Skills & Abilities for this Position

- Use measuring devices to determine dimensions or characteristics
- Evaluate construction quality
- Understand construction specifications
- Perform safety inspections
- Fabricate manufactured products by hand
- Build structures in construction, repair, or manufacturing setting
- Repair structures in construction, repair, or manufacturing setting
- Repair construction machinery or equipment
- Build masonry structures, including kilns or furnaces
- Signal directions or warnings to coworkers

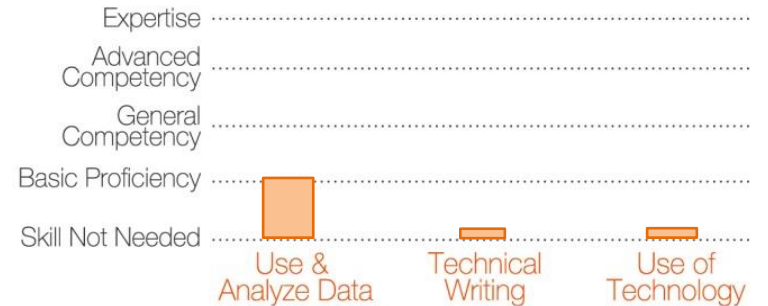
## Am I qualified for this occupation?



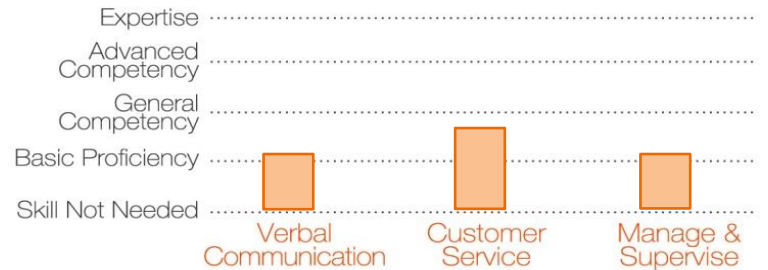
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**21%**  
Relevant Work  
Experience

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

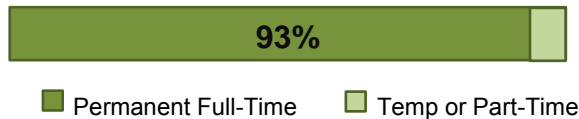
<b>\$9.96</b>	<b>\$15.21</b>	<b>\$23.86</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

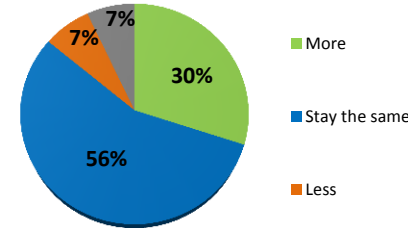
<b>96%</b>	<b>92%</b>	<b>73%</b>	<b>88%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



**11,555**  
Current Employment (2012)

**12,687**  
Expected Employment (12 Months)

**9.8%**  
Employer Expected Growth Rate (12 Months)

**3%**  
5 Year Growth Projection (2012-2017)

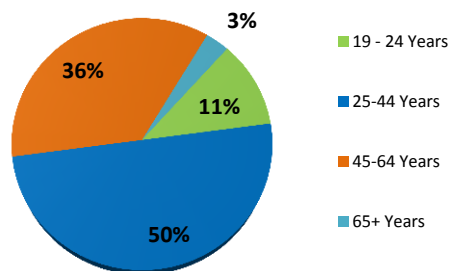
**Rating**  
Strong .....  
Above Avg .....  
Average .....  
Below Avg .....  
Weak .....

### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

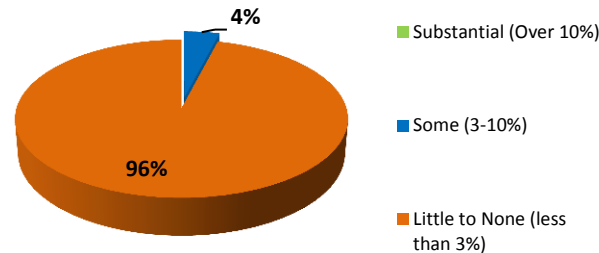
**80** Annual New Job Openings + **120** Annual Replacement Job Openings = **200** Annual Total Job Openings

## What else should I know?

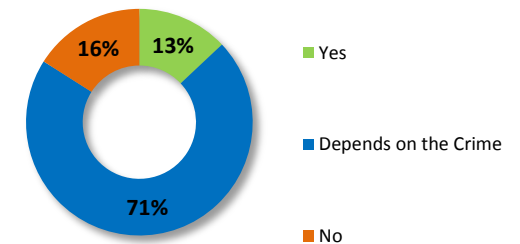
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Public Sector & Education
- Life Sciences, Biomedical and Research & Development

### More likely to consider previously incarcerated applicants

Over half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Customer Service Representatives (43-4051)

Interact with customers to provide information in response to inquiries about products and services and to handle and resolve conflicts.

## Current Employment by Gender



**34%** **66%**

Medium Skill Position  
Tier 2

**\$17.03**  
Median Wage

**20,908**  
Current Employment

**838**  
Average Annual Job Openings  
(New + Replacement)

**Above Average**  
Employer Growth Expectations  
(12 Months)

**Below Average**  
Projected Industry Growth  
(5 Year)

## Career Advancement Potential

Some career growth opportunities depending on employer

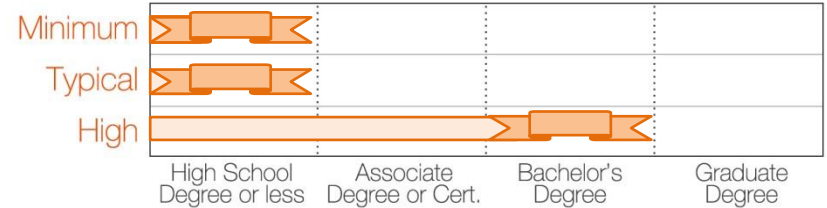
## Key Skills & Abilities for this Position

- Operate computers to enter, calculate, access, and retrieve data
- Fill out business, government, or other forms
- Refer callers to appropriate personnel
- Obtain information from clients, customers, contractors, co-workers, patients, witnesses, attorneys, litigants
- Maintain customer and account records
- Sign contracts with customers or clients
- Maintain records, reports, files, listings, or logs
- Answer questions from employees, colleagues, customers, or public
- Interview persons to gather required information
- Communicate with customers, employees, or contractors to disseminate information

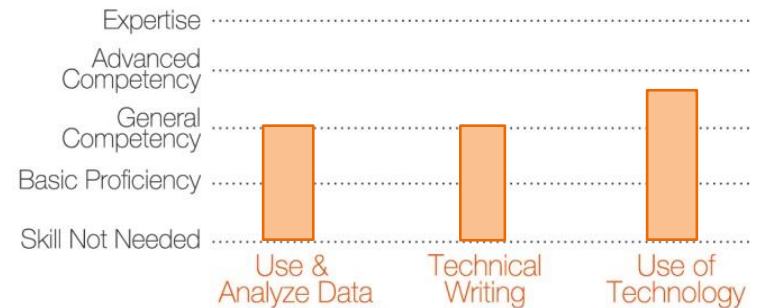
## Am I qualified for this occupation?



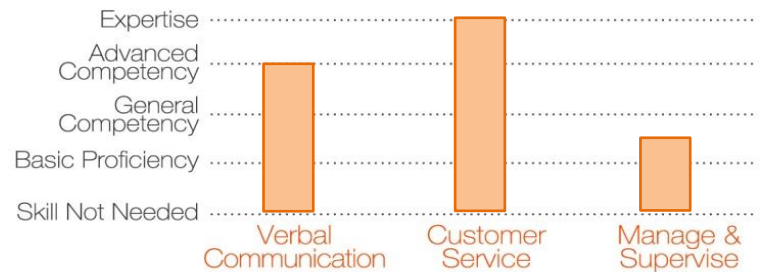
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS



## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

<b>\$11.37</b>	<b>\$17.03</b>	<b>\$27.05</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

<b>96%</b>	<b>92%</b>	<b>73%</b>	<b>88%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

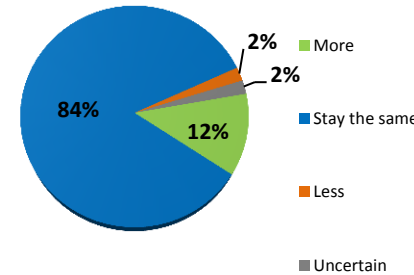
### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



■ Permanent Full-Time    ■ Temp or Part-Time

## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



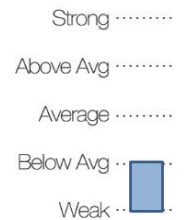
**20,908**  
Current Employment (2012)

**21,682**  
Expected Employment (12 Months)

**3.7%**  
Employer Expected Growth Rate (12 Months)

**5%**  
5 Year Growth Projection (2012-2017)

### Rating

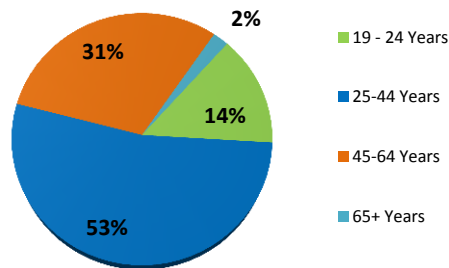


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

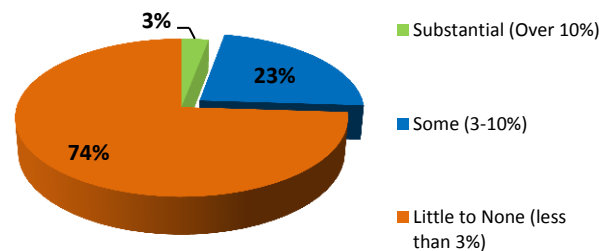
**228** Annual New Job Openings + **610** Annual Replacement Job Openings = **838** Annual Total Job Openings

## What else should I know?

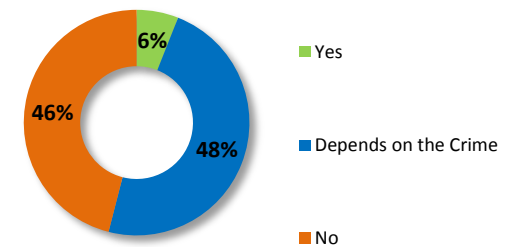
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Public Sector & Education
- Life Sciences, Biomedical and Research & Development

### Average willingness to consider previously incarcerated applicants

About half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Dental Assistants (31-9091)

Assist dentist, set up equipment, prepare patient for treatment, and keep records.

## Current Employment by Gender



9%

91%

Low Skill Position  
Tier 3

\$17.53  
Median Wage

3,825  
Current Employment

130  
Average Annual Job Openings  
(New + Replacement)

Strong  
Employer Growth Expectations  
(12 Months)

Average  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Limited career pathways which often require additional education

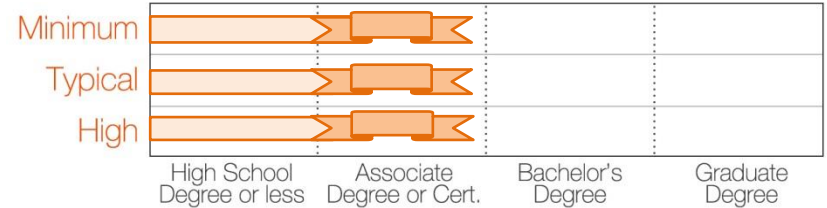
## Key Skills & Abilities for this Position

- Fit patients for prosthetic device, using static or dynamic alignment
- Educate patients in use of supportive or health-related devices
- Use knowledge of medical terminology
- Maintain dental or medical records
- Process medical records
- Post medical insurance billings
- Take messages, meeting notes, shorthand and dictation
- Prepare medical treatment room
- Prepare technical, managerial, financial, or informational reports
- Maintain record of medication or equipment dispensed to patient

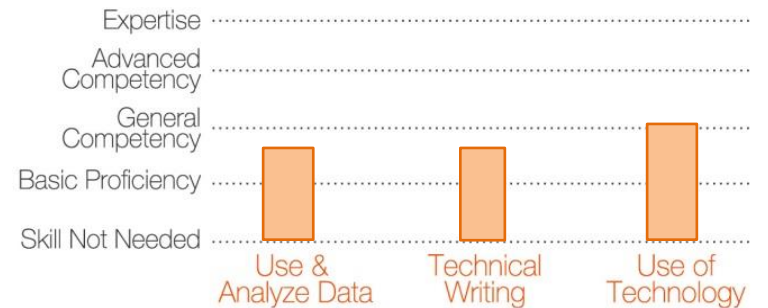
## Am I qualified for this occupation?



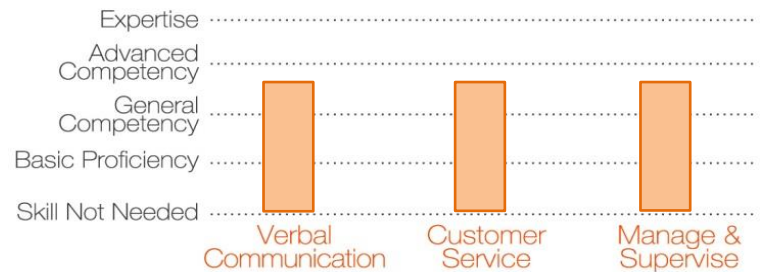
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

24%  
Interpersonal &  
Social Skills

22%  
Relevant Work  
Experience

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

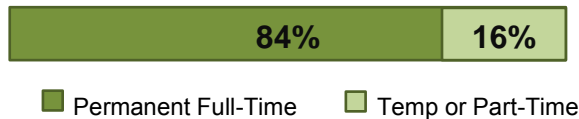
<b>\$12.06</b>	<b>\$17.53</b>	<b>\$23.32</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

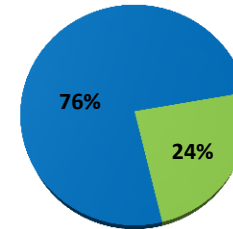
<b>63%</b>	<b>46%</b>	<b>50%</b>	<b>58%</b>	<b>79%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



- More
- Stay the same
- Less
- Uncertain

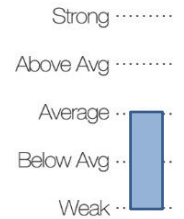
**3,825**  
Current Employment (2012)

**4,204**  
Expected Employment (12 Months)

**9.9%**  
Employer Expected Growth Rate (12 Months)

**6%**  
5 Year Growth Projection (2012-2017)

### Rating

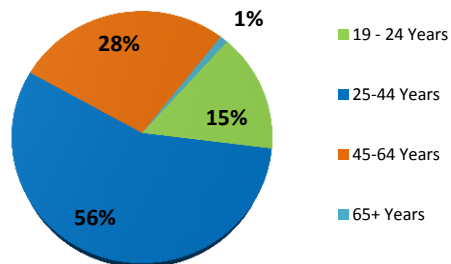


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

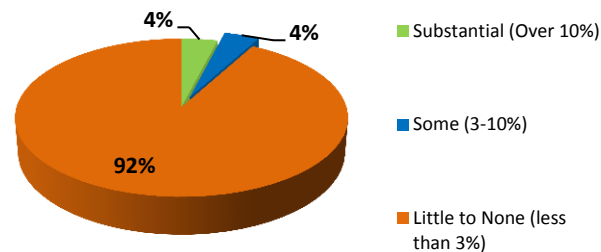
**48** Annual New Job Openings + **82** Annual Replacement Job Openings = **130** Annual Total Job Openings

## What else should I know?

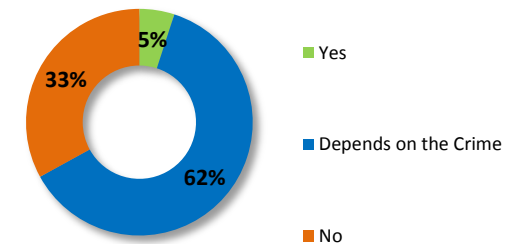
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Healthcare

### More likely to consider previously incarcerated applicants

Over half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Dental Hygienists (29-2021)

Clean teeth and examine oral areas, head, and neck for signs of oral disease. May educate patients on oral hygiene or apply fluoride or sealants.

## Current Employment by Gender



**7%**      **93%**

## High Skill Position Tier 1

**\$43.57**  
Median Wage

**1,456**  
Current Employment

**62**  
Average Annual Job Openings  
(New + Replacement)

**Strong**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

## Career Advancement Potential

Limited career pathways in clinical and management positions

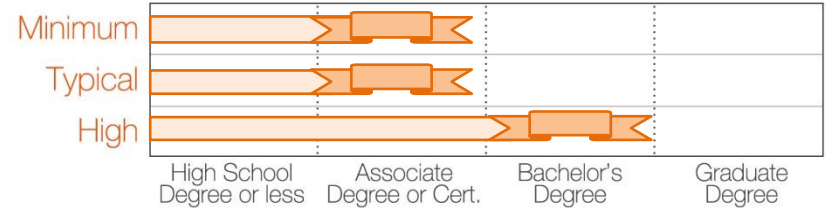
## Key Skills & Abilities for this Position

- Maintain licenses, certifications, qualifications, and knowledge currency through continuing education
- Consult with colleagues or experts regarding specific issues
- Use knowledge of medical terminology
- Communicate technical or scientific information
- Review technical, operating, service, or repair manuals or publications
- Analyze medical data
- Collect clinical data
- Handle infectious materials safely according to procedures
- Use hazardous materials information
- Ascertain information from doctor's prescription

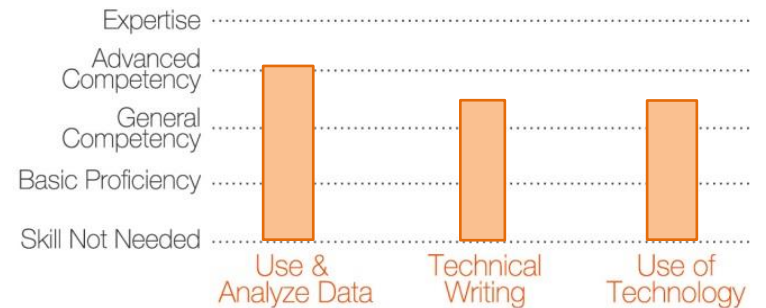
## Am I qualified for this occupation?



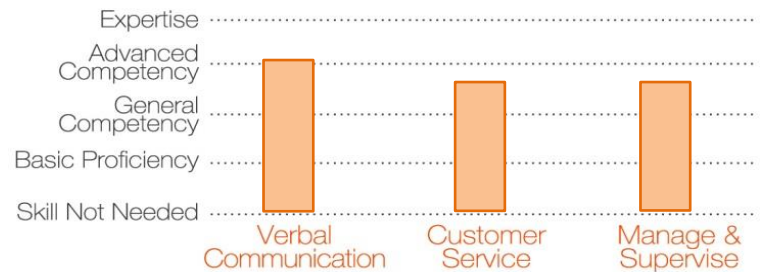
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**18%**  
Interpersonal &  
Social Skills

**18%**  
Training Specific to  
the Position

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

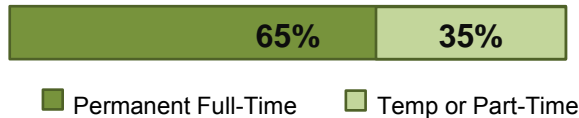
<b>\$22.98</b>	<b>\$43.57</b>	<b>\$55.24</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

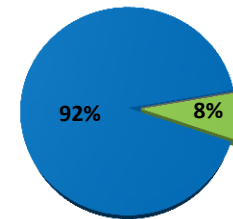
<b>60%</b>	<b>53%</b>	<b>60%</b>	<b>67%</b>	<b>80%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



- More
- Stay the same
- Less
- Uncertain

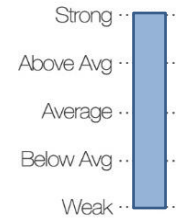
**1,456**  
Current Employment (2012)

**1,568**  
Expected Employment (12 Months)

**7.7%**  
Employer Expected Growth Rate (12 Months)

**11%**  
5 Year Growth Projection (2012-2017)

### Rating

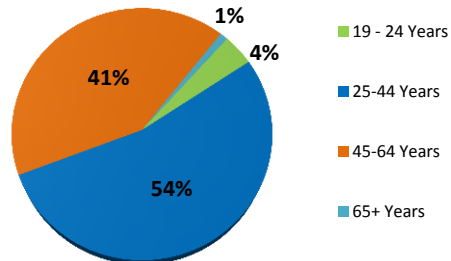


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

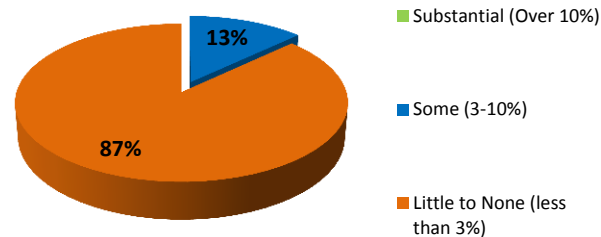
**32** Annual New Job Openings + **30** Annual Replacement Job Openings = **62** Annual Total Job Openings

## What else should I know?

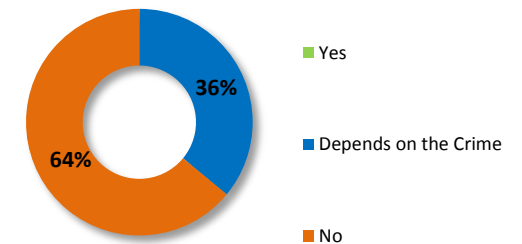
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Healthcare

### Less likely to consider previously incarcerated applicants

Over half of employers would not consider hiring a formerly incarcerated applicant for this occupation.

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# Electricians (47-2111)

Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with codes.

## Current Employment by Gender



**96%**   **4%**

**Medium Skill Position**  
Tier 2

**\$23.98**  
Median Wage

**5,448**  
Current Employment

**344**  
Average Annual Job Openings  
(New + Replacement)

**Strong**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Some career pathways depending on employer

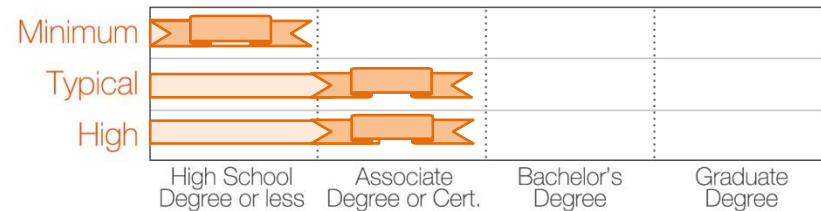
## Key Skills & Abilities for this Position

- Use measuring devices to determine dimensions or characteristics
- Fabricate manufactured products by hand
- Perform safety inspections
- Understand construction specifications
- Estimate time or cost for installation, repair, or construction projects
- Read blueprints, diagrams, schematics, specifications, or technical drawings
- Lay out equipment and materials for metal-related projects
- Signal directions or warnings to coworkers
- Operate power construction equipment
- Install prefabricated building components

## Am I qualified for this occupation?



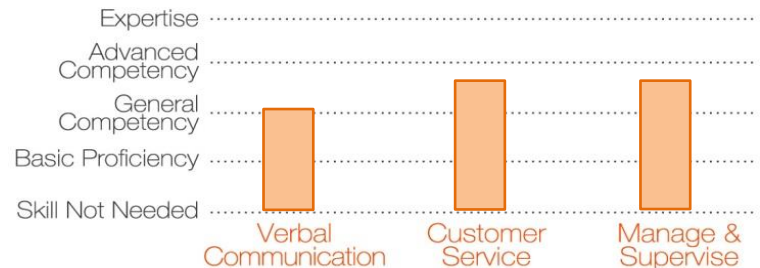
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS



## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

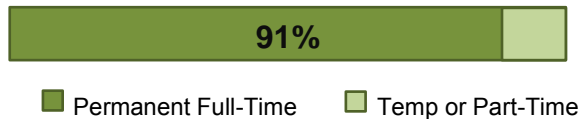
<b>\$15.61</b>	<b>\$23.98</b>	<b>\$35.87</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

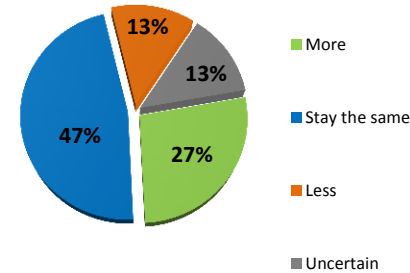
<b>71%</b>	<b>59%</b>	<b>59%</b>	<b>59%</b>	<b>71%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS

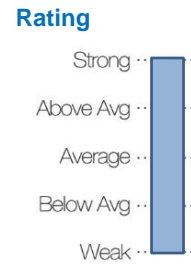


**5,448**  
Current Employment (2012)

**5,889**  
Expected Employment (12 Months)

**8.1%**  
Employer Expected Growth Rate (12 Months)

**17%**  
5 Year Growth Projection (2012-2017)

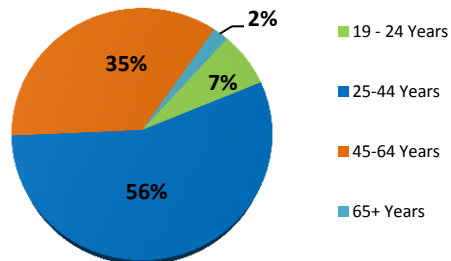


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

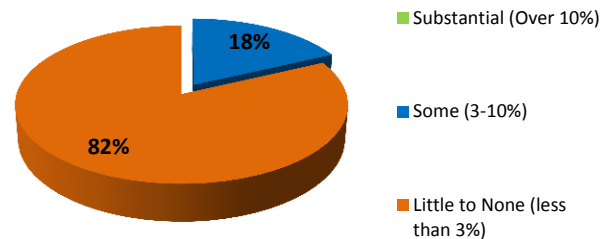
**184** Annual New Job Openings + **160** Annual Replacement Job Openings = **344** Annual Total Job Openings

## What else should I know?

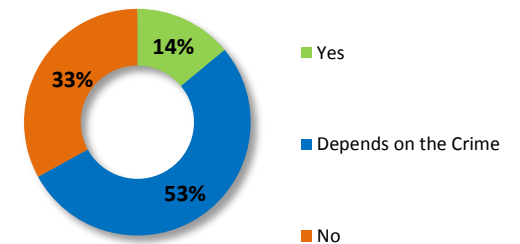
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Construction, building & design

### More likely to consider previously incarcerated applicants

Over half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Executive Secretaries and Executive Administrative Assistants (43-6011)

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical.

## Current Employment by Gender



**16%**   **84%**

Medium Skill Position  
Tier 2

**\$22.02**  
Median Wage

**14,461**  
Current Employment

**377**  
Average Annual Job Openings  
(New + Replacement)

**Average**  
Employer Growth Expectations  
(12 Months)

**Average**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Some career pathways depending on  
industry and employer

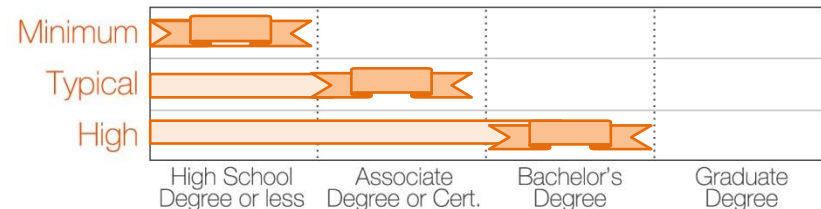
## Key Skills & Abilities for this Position

- Delegate appropriate administrative support activities
- Evaluate office operations
- Use oral or written communication techniques
- Maintain records, reports, files, listings, or logs
- Write business correspondence
- Prepare technical, managerial, financial, or informational reports
- Fill out business, government, or other forms
- Operate computers to enter, calculate, access, and retrieve data
- Take messages, meeting notes, shorthand and dictation
- Arrange teleconference calls

## Am I qualified for this occupation?



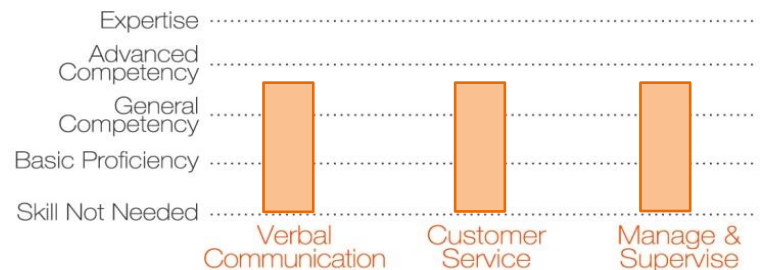
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**22%**  
Training Specific to  
the Position

**17%**  
Relevant Work  
Experience

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

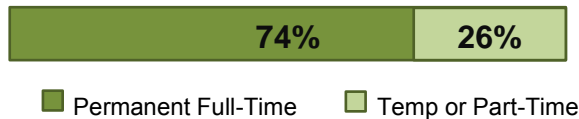
<b>\$15.52</b>	<b>\$22.02</b>	<b>\$33.31</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

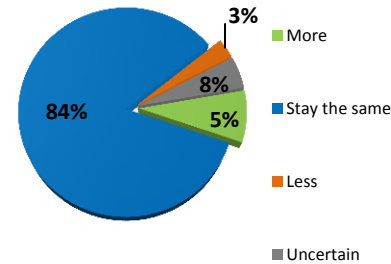
<b>96%</b>	<b>92%</b>	<b>73%</b>	<b>88%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



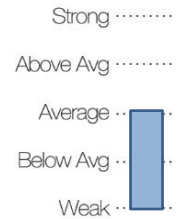
**14,461**  
Current Employment (2012)

**14,823**  
Expected Employment (12 Months)

**2.5%**  
Employer Expected Growth Rate (12 Months)

**6%**  
5 Year Growth Projection (2012-2017)

### Rating

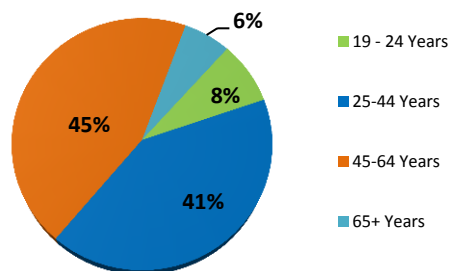


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

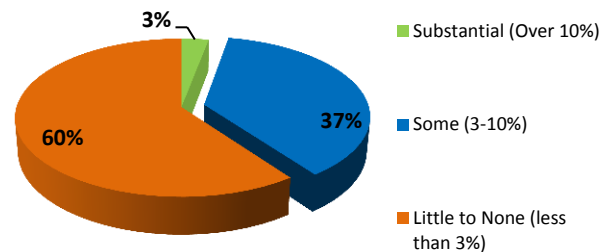
**179** Annual New Job Openings + **198** Annual Replacement Job Openings = **377** Annual Total Job Openings

## What else should I know?

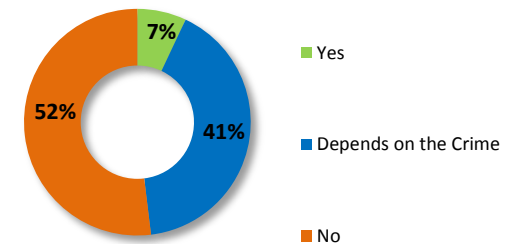
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Public Sector & Education
- Life Sciences, Biomedical and Research & Development

### Less likely to consider previously incarcerated applicants

Over half of employers would not consider hiring a formerly incarcerated applicant for this occupation.

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# Financial Analysts (13-2051)

Conduct quantitative analyses of information affecting investment programs of public or private institutions.

## Current Employment by Gender



**73%**   **27%**

## High Skill Position Tier 1

**\$34.84**  
Median Wage

**5,667**  
Current Employment

**265**  
Average Annual Job Openings  
(New + Replacement)

**Strong**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

## Career Advancement Potential

Strong career pathways in financial and management positions

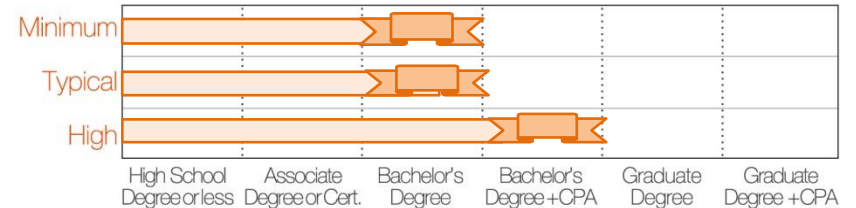
## Key Skills & Abilities for this Position

- Evaluate degree of financial risk
- Identify financial risks to company
- Explain available financial assistance
- Analyze financial information to project future revenues or expenses
- Analyze financial data
- Operate computers to enter, calculate, access, and retrieve data
- Advise internal and external clients, customers, and managers on technical matters, problems, procedures, and
- Participate in organizational meetings or activities
- Compute financial data
- Make presentations to internal and external persons

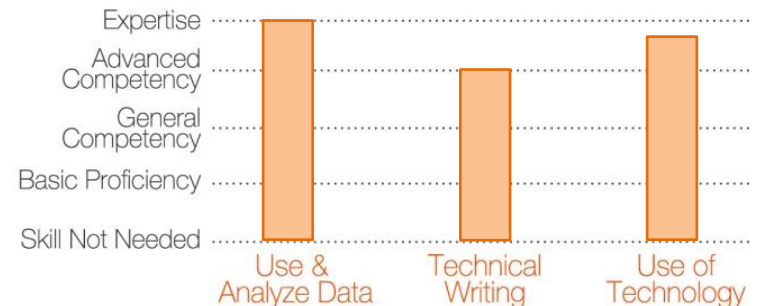
## Am I qualified for this occupation?



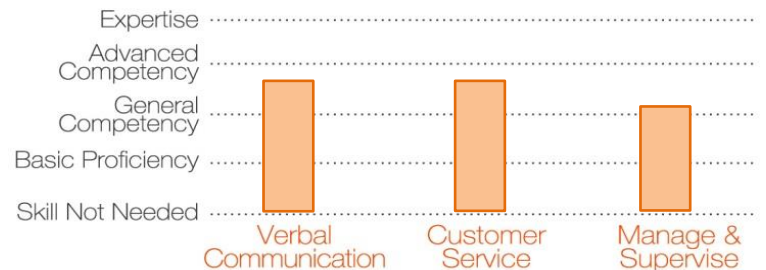
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**21%**  
Training Specific to  
the Position

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

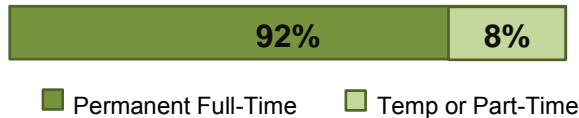
<b>\$22.69</b>	<b>\$34.84</b>	<b>\$48.36</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

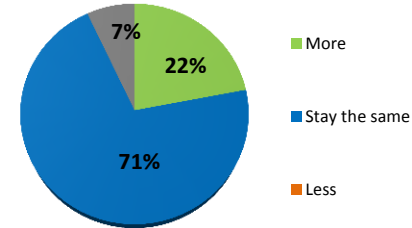
<b>96%</b>	<b>89%</b>	<b>85%</b>	<b>81%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



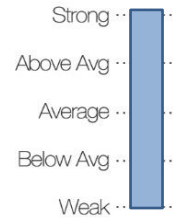
**5,667**  
Current Employment (2012)

**6,154**  
Expected Employment (12 Months)

**8.6%**  
Employer Expected Growth Rate (12 Months)

**13%**  
5 Year Growth Projection (2012-2017)

### Rating

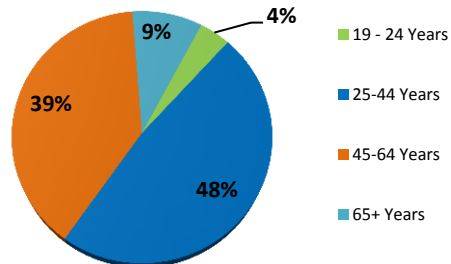


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

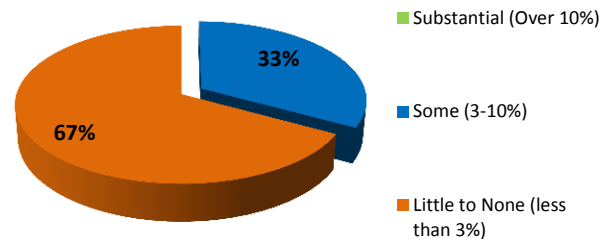
**143** Annual New Job Openings + **122** Annual Replacement Job Openings = **265** Annual Total Job Openings

## What else should I know?

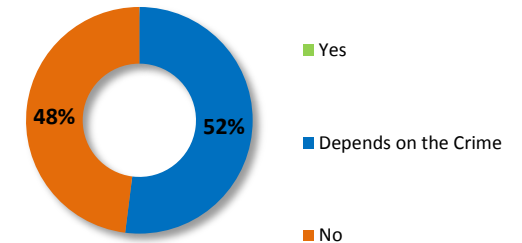
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Public Sector & Education
- Life Sciences, Biomedical and Research & Development

### Average willingness to consider previously incarcerated applicants

About half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# General and Operations Managers (11-1021)

Plan, direct, or coordinate the operations of public or private sector organizations. Duties include formulating policies, managing daily operations, and planning.

## Current Employment by Gender



**72%** **28%**

## High Skill Position Tier 1

**\$52.23**  
Median Wage

**21,259**  
Current Employment

**466**  
Average Annual Job Openings  
(New + Replacement)

**Strong**  
Employer Growth Expectations  
(12 Months)

**Weak**  
Projected Industry Growth  
(5 Year)

## Career Advancement Potential

Some career pathways depending on employer and industry

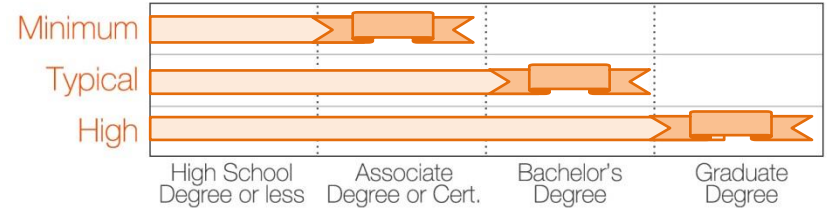
## Key Skills & Abilities for this Position

- Execute employee bargaining agreements
- Develop operational budgets
- Develop staff policies
- Establish standard policies, laws, or regulations
- Negotiate business, sales, rental, or lease contracts
- Direct financial activities
- Develop policies, protocols, procedures, methods, or standards
- Develop purchasing policies or procedures
- Analyze organizational operating practices or procedures
- Determine policies related to administration, standards, or facility maintenance

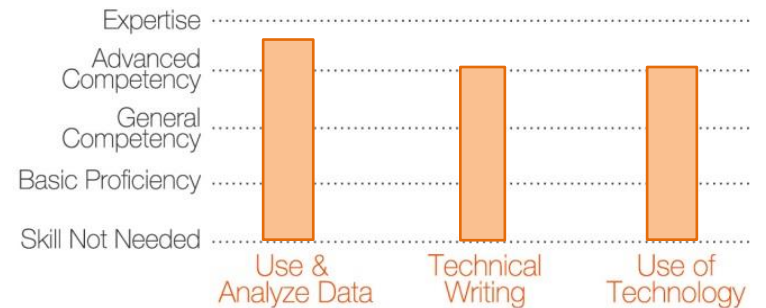
## Am I qualified for this occupation?



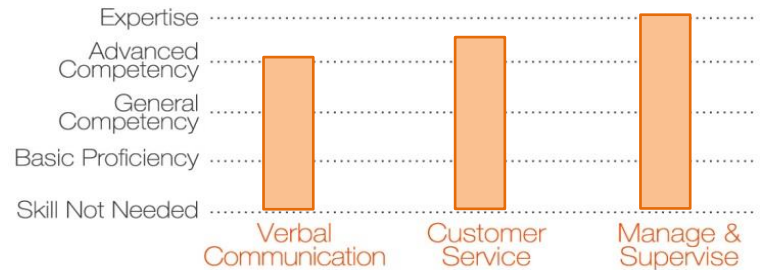
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**27%**  
Relevant Work  
Experience

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

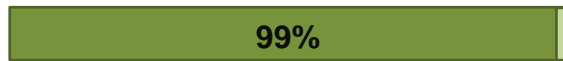
<b>\$26.45</b>	<b>\$52.23</b>	<b>\$114.23</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

<b>96%</b>	<b>92%</b>	<b>73%</b>	<b>88%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

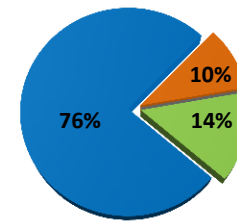
### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



■ Permanent Full-Time   ■ Temp or Part-Time

## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



■ More  
■ Stay the same  
■ Less  
■ Uncertain

**21,259**  
Current Employment (2012)

**22,428**  
Expected Employment (12 Months)

**5.5%**  
Employer Expected Growth Rate (12 Months)

**1%**  
5 Year Growth Projection (2012-2017)

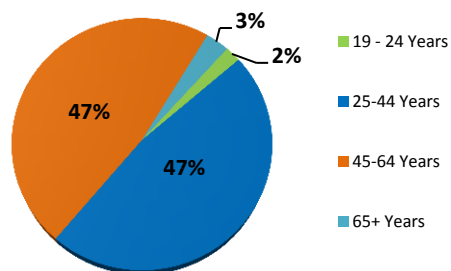
**Rating**  
Strong .....  
Above Avg .....  
Average .....  
Below Avg .....  
Weak .....

### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

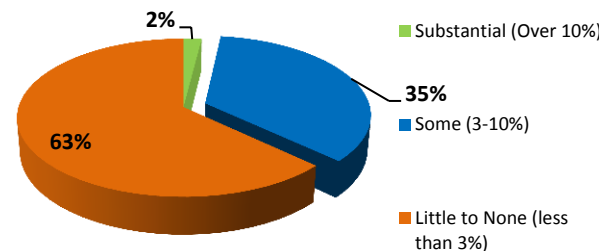
**63** Annual New Job Openings + **403** Annual Replacement Job Openings = **466** Annual Total Job Openings

## What else should I know?

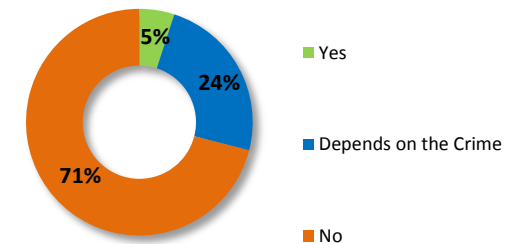
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Public Sector & Education
- Life Sciences, Biomedical and Research & Development

### Less likely to consider previously incarcerated applicants

Over half of employers would not consider hiring a formerly incarcerated applicant for this occupation.

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# HVAC Mechanics and Installers (49-9021)\*

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

## Current Employment by Gender



**96%**   **4%**

Medium Skill Position  
Tier 2

**\$22.72**  
Median Wage

**2,079**  
Current Employment

**96**  
Average Annual Job Openings  
(New + Replacement)

**Strong**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

## Career Advancement Potential

Some career pathways in trades and management positions

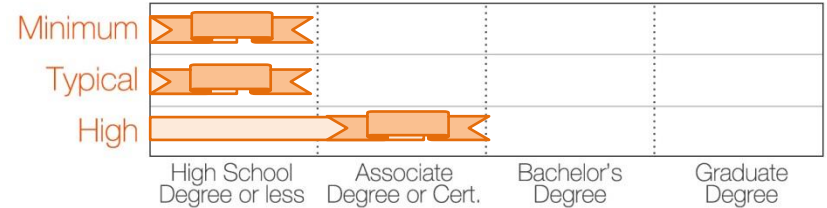
## Key Skills & Abilities for this Position

- Diagnose mechanical and electrical problems and inefficiencies in machinery or equipment
- Overhaul industrial or construction machinery or equipment
- Read blueprints, diagrams, schematics, specifications, or technical drawings
- Maintain work tools or equipment
- Repair work tools or equipment
- Repair electrical wiring, circuits, fixtures, or equipment
- Replace electrical wiring, circuits, fixtures, or equipment
- Perform safety inspections
- Fabricate manufactured products by hand
- Read work order, instructions, formulas, or processing charts

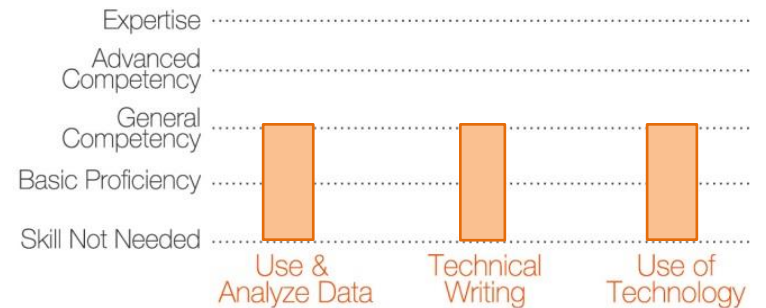
## Am I qualified for this occupation?



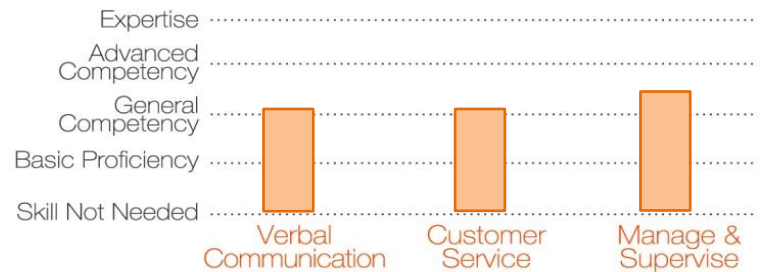
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**28%**  
Relevant Work  
Experience

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

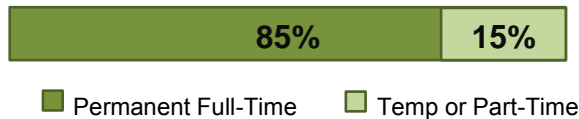
<b>\$16.57</b>	<b>\$22.72</b>	<b>\$29.82</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

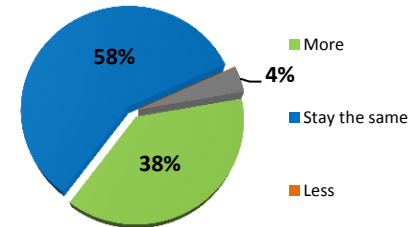
<b>67%</b>	<b>67%</b>	<b>67%</b>	<b>50%</b>	<b>67%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



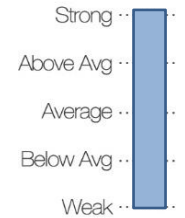
**2,079**  
Current Employment (2012)

**2,262**  
Expected Employment (12 Months)

**8.8%**  
Employer Expected Growth Rate (12 Months)

**14%**  
5 Year Growth Projection (2012-2017)

### Rating

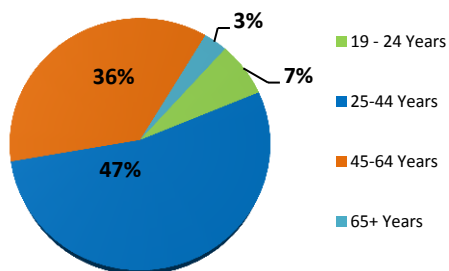


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

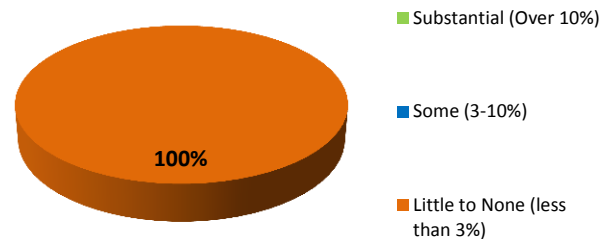
**57** Annual New Job Openings + **39** Annual Replacement Job Openings = **96** Annual Total Job Openings

## What else should I know?

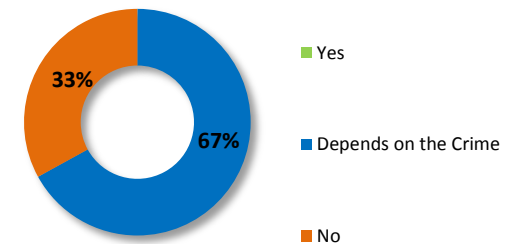
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Construction, building & design
- Information & Communications Technologies

### More likely to consider previously incarcerated applicants

Over half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Inspectors, Testers, Sorters, Samplers, and Weighers (51-9061)

Inspect, test, sort, sample, or weight nonagricultural raw materials or processed, machined, fabricated, or assembled parts or products for defects, wear, and deviations from specifications.

## Current Employment by Gender



**63%** **37%**

Medium Skill Position  
Tier 2

**\$17.72**  
Median Wage

**5,375**  
Current Employment

**224**  
Average Annual Job Openings  
(New + Replacement)

**Below Average**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Limited career pathways depending on employer

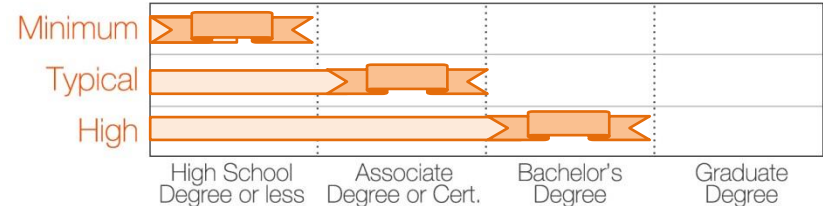
## Key Skills & Abilities for this Position

- Inspect work products, materials, or work to verify conformance to quality, specifications, damage, or codes
- Monitor production machinery/equipment operation to detect problems
- Maintain consistent production quality
- Measure products or materials
- Maintain production or work records
- Adjust production equipment/machinery setup
- Perform safety inspections
- Read work order, instructions, formulas, or processing charts
- Mark identification onto products or containers
- Perform varied measurements, including precision measurements

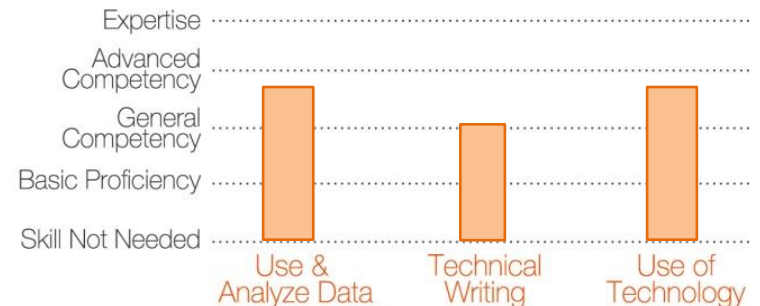
## Am I qualified for this occupation?



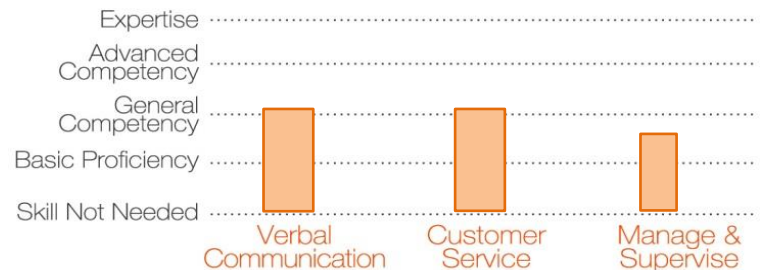
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**34%**  
Relevant Work Experience

**31%**  
Training Specific to the Position

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

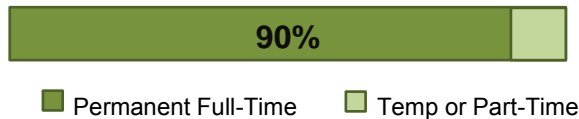
<b>\$10.96</b>	<b>\$17.72</b>	<b>\$28.97</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

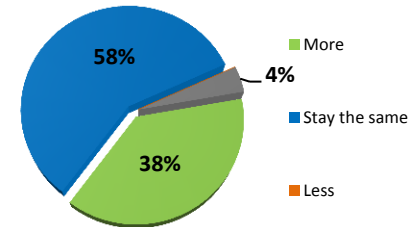
<b>100%</b> Medical Insurance	<b>95%</b> Dental Insurance	<b>91%</b> Paid Sick Leave	<b>100%</b> Retirement Plan	<b>100%</b> Paid Vacation
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### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS

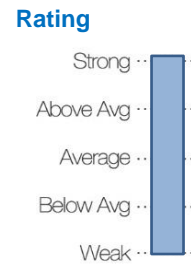


**5,375**  
Current Employment (2012)

**5,445**  
Expected Employment (12 Months)

**1.3%**  
Employer Expected Growth Rate (12 Months)

**10%**  
5 Year Growth Projection (2012-2017)

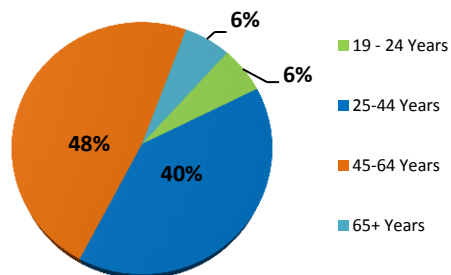


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

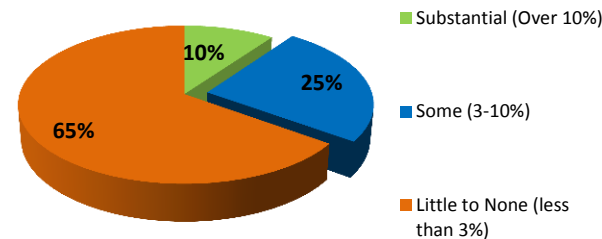
**104** Annual New Job Openings + **120** Annual Replacement Job Openings = **224** Annual Total Job Openings

## What else should I know?

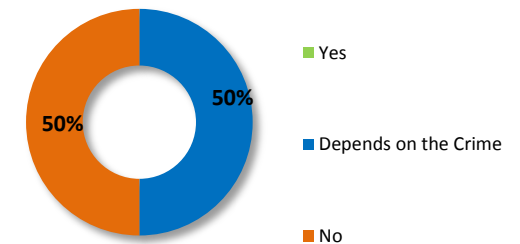
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Life Sciences, Biomedical and Research & Development
- Manufacturing, Including Advanced Manufacturing

### Average willingness to consider previously incarcerated applicants

About half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Insurance Sales Agents (41-3021)

Sell life, property, casualty, health, automotive, or other types of insurance.

## Current Employment by Gender



**57%**      **43%**

Medium Skill Position  
Tier 2

**\$25.08**  
Median Wage

**8,634**  
Current Employment

**425**  
Average Annual Job Openings  
(New + Replacement)

**Strong**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Strong career pathways in technical and management positions

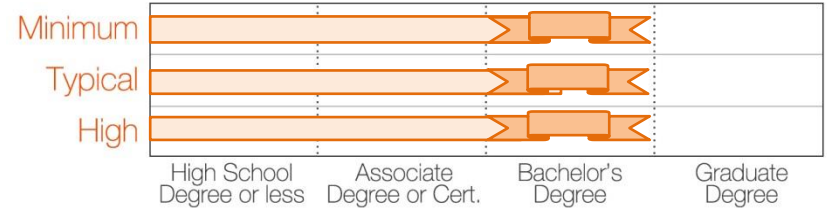
## Key Skills & Abilities for this Position

- Evaluate degree of financial risk
- Manage promotional, sales, or marketing plans
- Establish standard policies, laws, or regulations
- Negotiate business, sales, rental, or lease contracts
- Access media advertising services
- Analyze sales activities or trends
- Follow contract, property, or insurance laws
- Motivate workers and other people to achieve work goals
- Interview persons to gather required information
- Use oral or written communication techniques

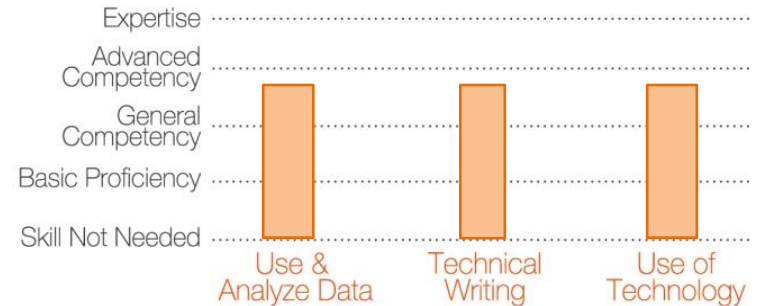
## Am I qualified for this occupation?



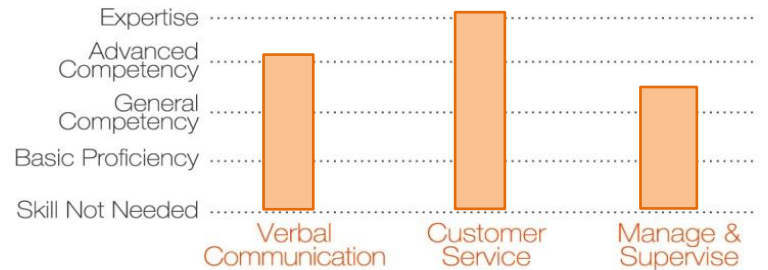
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**22%**  
Training Specific to  
the Position

**22%**  
Interpersonal &  
Social Skills

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

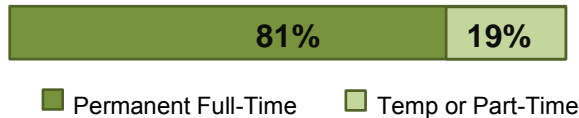
<b>\$13.92</b>	<b>\$25.08</b>	<b>\$56.53</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

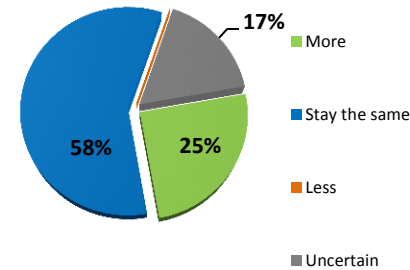
<b>85%</b>	<b>69%</b>	<b>77%</b>	<b>54%</b>	<b>85%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS

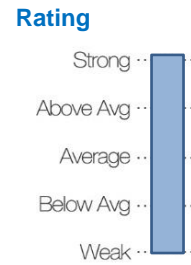


**8,634**  
Current Employment (2012)

**9,756**  
Expected Employment (12 Months)

**13%**  
Employer Expected Growth Rate (12 Months)

**13%**  
5 Year Growth Projection (2012-2017)

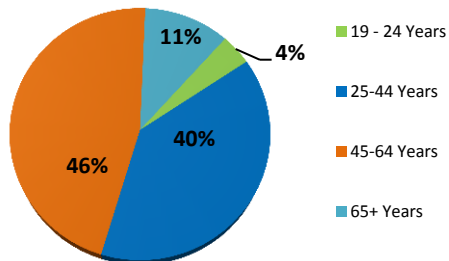


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

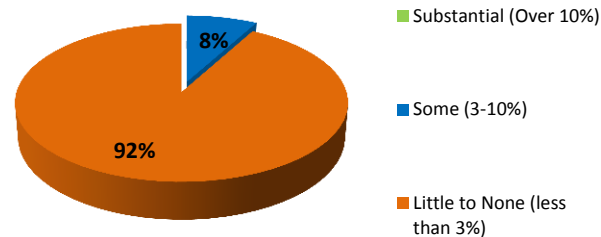
**221** Annual New Job Openings + **204** Annual Replacement Job Openings = **425** Annual Total Job Openings

## What else should I know?

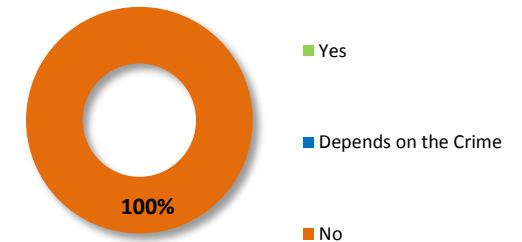
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Finance, Insurance & Real Estate

### Less likely to consider previously incarcerated applicants

Over half of employers would not consider hiring a formerly incarcerated applicant for this occupation.

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# Licensed Practical and Licensed Vocational Nurses (29-2061)\*

Care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, and similar institutions.

## Current Employment by Gender



**12%** **88%**

Medium Skill Position  
Tier 2

**\$23.31**  
Median Wage

**5,673**  
Current Employment

**295**  
Average Annual Job Openings  
(New + Replacement)

**Below Average**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Strong career pathways in technical and management positions

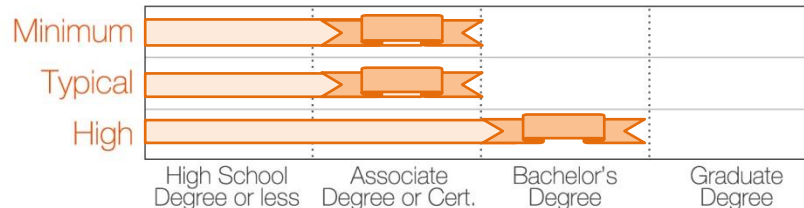
## Key Skills & Abilities for this Position

- Maintain licenses, certifications, qualifications, and knowledge currency through continuing education activities
- Consult with colleagues or experts regarding specific issues
- Use knowledge of medical terminology
- Communicate technical or scientific information
- Review technical, operating, service, or repair manuals or publications
- Analyze medical data
- Collect clinical data
- Ascertain information from doctor's prescription
- Handle infectious materials safely according to procedures
- Use oral or written communication techniques

## Am I qualified for this occupation?



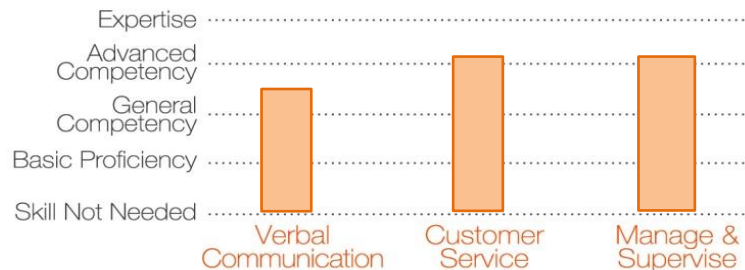
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**23%**  
Relevant Work Experience

**23%**  
Training Specific to the Position

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

<b>\$18.33</b>	<b>\$23.31</b>	<b>\$28.50</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

<b>90%</b> Medical Insurance	<b>80%</b> Dental Insurance	<b>90%</b> Paid Sick Leave	<b>90%</b> Retirement Plan	<b>90%</b> Paid Vacation
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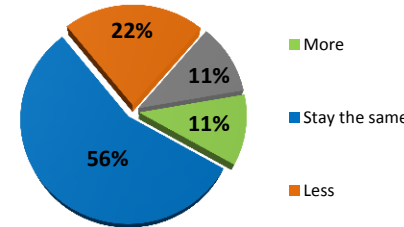
### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



■ Permanent Full-Time   ■ Temp or Part-Time

## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



■ More  
■ Stay the same  
■ Less  
■ Uncertain

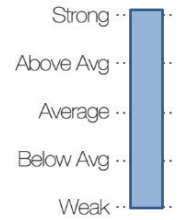
**5,673**  
Current Employment (2012)

**5,730**  
Expected Employment (12 Months)

**1%**  
Employer Expected Growth Rate (12 Months)

**12%**  
5 Year Growth Projection (2012-2017)

### Rating

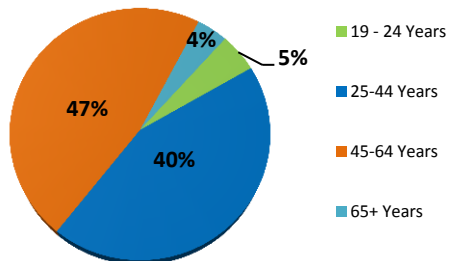


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

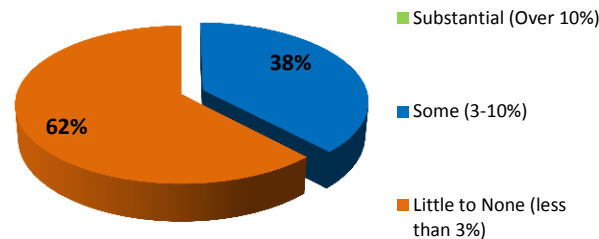
**139** Annual New Job Openings + **156** Annual Replacement Job Openings = **295** Annual Total Job Openings

## What else should I know?

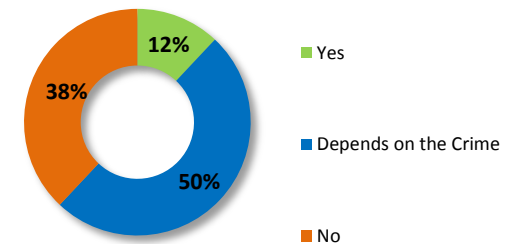
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Healthcare

### More likely to consider previously incarcerated applicants

Over half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Machinists (51-4041)

Set up and operate a variety of machine tools to produce precision parts and instruments. Includes precision instrument makers who fabricate, modify, or repair mechanical instruments.

## Current Employment by Gender



**94%**   **6%**

Medium Skill Position  
Tier 2

**\$19.42**  
Median Wage

**4,116**  
Current Employment

**117**  
Average Annual Job Openings  
(New + Replacement)

**Above Average**  
Employer Growth Expectations  
(12 Months)

**Below Average**  
Projected Industry Growth  
(5 Year)

## Career Advancement Potential

Limited career pathways that typically require more education

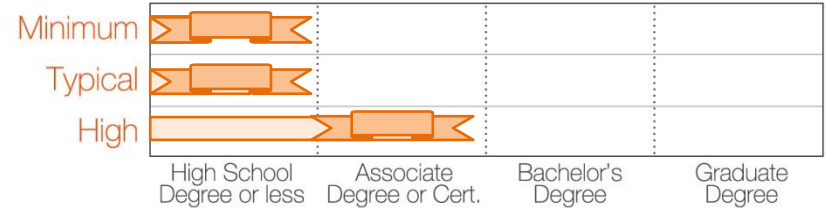
## Key Skills & Abilities for this Position

- Set-up production equipment or machinery
- Review technical, operating, service, or repair manuals or publications
- Inspect work products, materials, or work to verify conformance to quality, specifications, damage, or codes
- Read blueprints, diagrams, schematics, specifications, or technical drawings
- Perform varied measurements, including precision measurements
- Operate metal or plastic fabricating equipment/machinery
- Load/Unload material or workpiece into machinery
- Set-up computer numerical control machines
- Monitor production machinery/equipment operation to detect problems
- Perform safety inspections

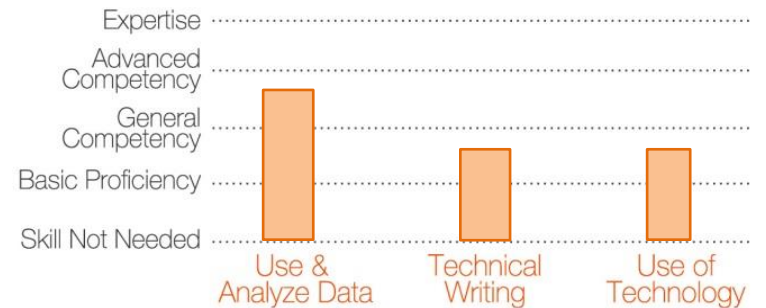
## Am I qualified for this occupation?



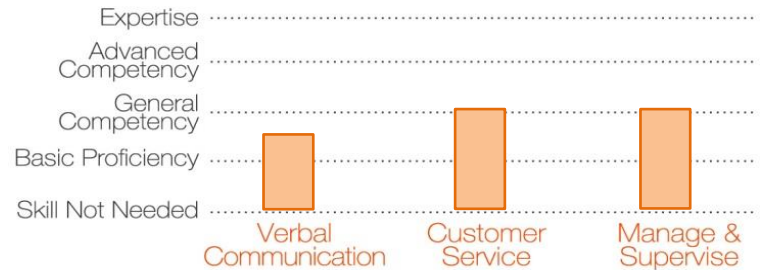
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**29%**  
Training Specific to  
the Position

**24%**  
Relevant Work  
Experience

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

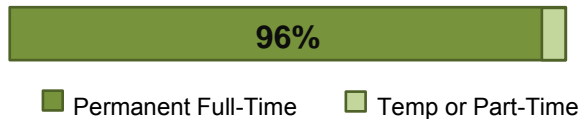
<b>\$12.89</b>	<b>\$19.42</b>	<b>\$29.21</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

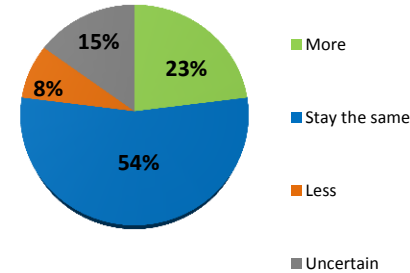
<b>100%</b> Medical Insurance	<b>85%</b> Dental Insurance	<b>85%</b> Paid Sick Leave	<b>100%</b> Retirement Plan	<b>100%</b> Paid Vacation
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### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS

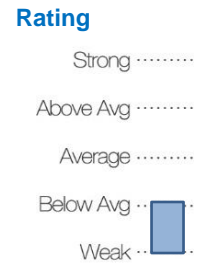


**4,116**  
Current Employment (2012)

**4,244**  
Expected Employment (12 Months)

**3.1%**  
Employer Expected Growth Rate (12 Months)

**5%**  
5 Year Growth Projection (2012-2017)

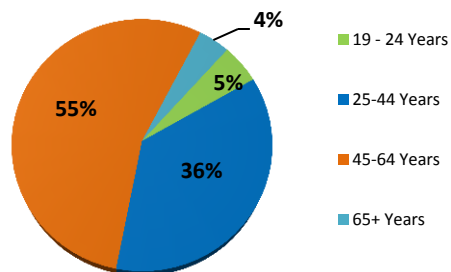


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

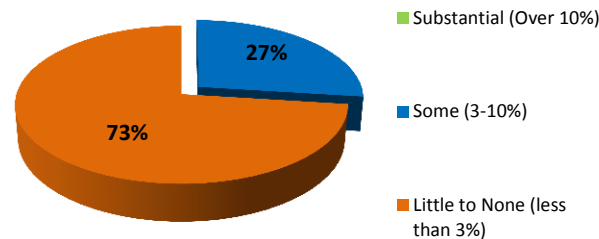
**39** Annual New Job Openings + **78** Annual Replacement Job Openings = **117** Annual Total Job Openings

## What else should I know?

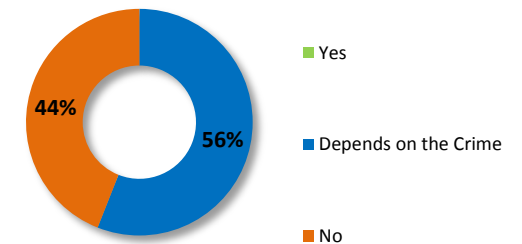
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Public Sector & Education
- Manufacturing, including Advanced Manufacturing

### More likely to consider previously incarcerated applicants

Over half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Maintenance and Repair Workers, General (49-9071)

Perform work for the maintenance and repair of machines, mechanical equipment, or the structure of an establishment. Duties may involve pipe fitting, boiler making, insulating, welding, or repairing electrical or mechanical equipment.

## Current Employment by Gender



**87%**    **13%**

**Low Skill Position**  
Tier 3

**\$16.46**  
Median Wage

**12,714**  
Current Employment

**406**  
Average Annual Job Openings  
(New + Replacement)

**Above Average**  
Employer Growth Expectations  
(12 Months)

**Average**  
Projected Industry Growth  
(5 Year)

## Career Advancement Potential

Limited career pathways in trades and construction industry

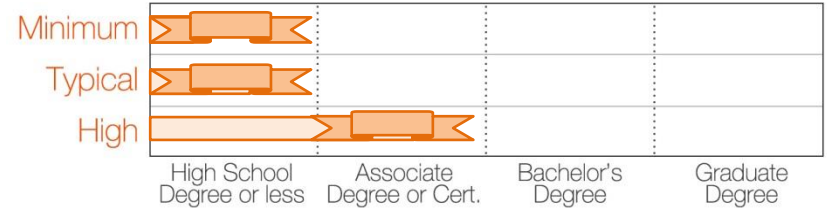
## Key Skills & Abilities for this Position

- Diagnose mechanical and electrical problems and inefficiencies in machinery or equipment
- Install industrial machinery or related heavy equipment
- Repair mechanical timing devices
- Install generating plant equipment
- Repair electronics manufacturing equipment
- Read blueprints, diagrams, schematics, specifications, or technical drawings
- Perform safety inspections
- Fabricate manufactured products by hand
- Read work order, instructions, formulas, or processing charts
- Test mechanical products or equipment

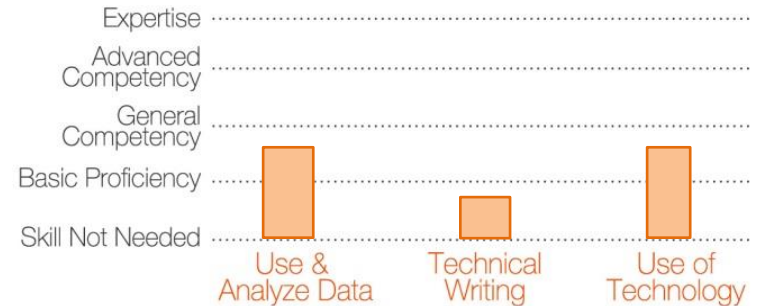
## Am I qualified for this occupation?



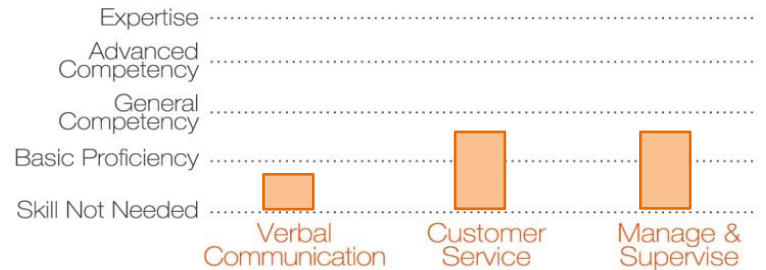
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**34%**  
Training Specific to  
the Position

**16%**  
Interpersonal &  
Social Skills

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

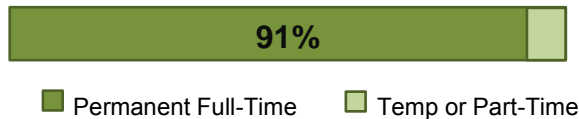
<b>\$10.77</b>	<b>\$16.46</b>	<b>\$26.51</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

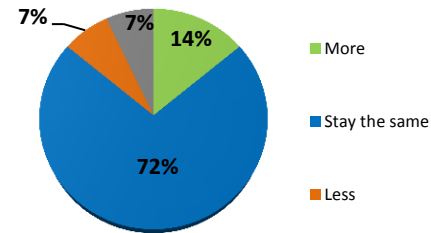
<b>96%</b>	<b>92%</b>	<b>73%</b>	<b>88%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



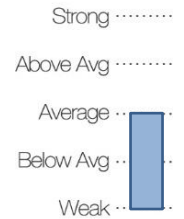
**12,714**  
Current Employment (2012)

**13,070**  
Expected Employment (12 Months)

**2.8%**  
Employer Expected Growth Rate (12 Months)

**7%**  
5 Year Growth Projection (2012-2017)

### Rating

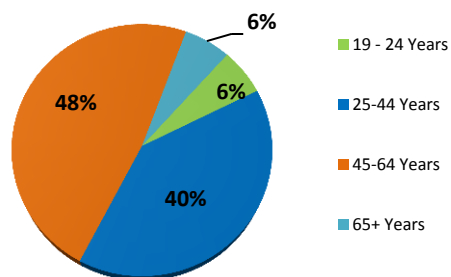


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

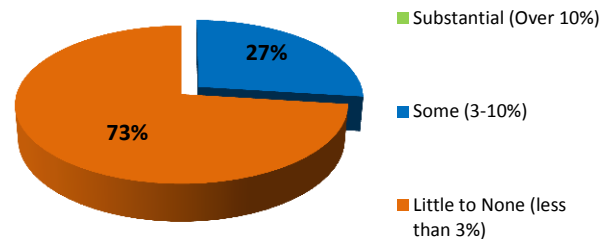
**167** Annual New Job Openings + **239** Annual Replacement Job Openings = **406** Annual Total Job Openings

## What else should I know?

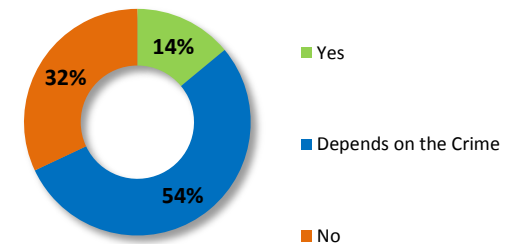
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Public Sector & Education
- Life Sciences, Biomedical and Research & Development

### More likely to consider previously incarcerated applicants

Over half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Management Analysts (13-1111)

Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management.

## Current Employment by Gender



**61%**   **39%**

## High Skill Position Tier 1

**\$31.82**  
Median Wage

**16,092**  
Current Employment

**801**  
Average Annual Job Openings  
(New + Replacement)

**Declining**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Strong career pathways in technical and management positions

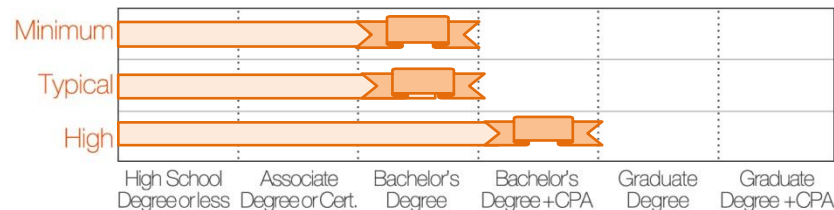
## Key Skills & Abilities for this Position

- Use oral or written communication techniques
- Maintain records, reports, files, listings, or logs
- Interview persons to gather required information
- Obtain information from clients, customers, contractors, co-workers, patients, witnesses, attorneys, litigants
- Fill out business, government, or other forms
- Prepare technical, managerial, financial, or informational reports
- Communicate technical or scientific information
- Conduct business, legal, market or managerial research
- Compile information through interviews
- Write business correspondence

## Am I qualified for this occupation?



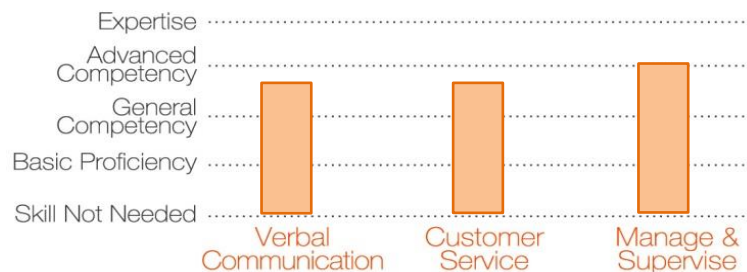
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**29%** Relevant Work Experience   **28%** Training Specific to the Position

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

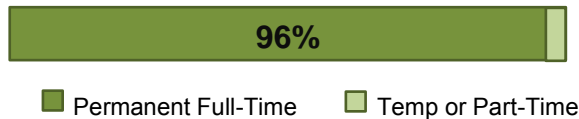
<b>\$20.51</b>	<b>\$31.82</b>	<b>\$45.38</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

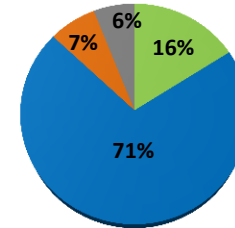
<b>96%</b>	<b>92%</b>	<b>73%</b>	<b>88%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



- More
- Stay the same
- Less
- Uncertain

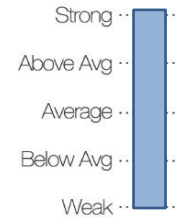
**16,092**  
Current Employment (2012)

**15,867**  
Expected Employment (12 Months)

**-1.4%**  
Employer Expected Growth Rate (12 Months)

**16%**  
5 Year Growth Projection (2012-2017)

### Rating

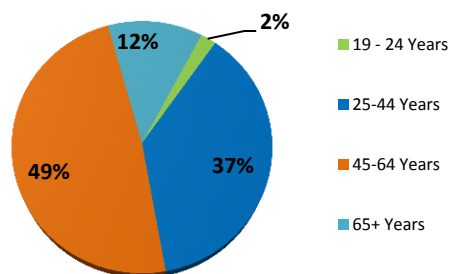


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

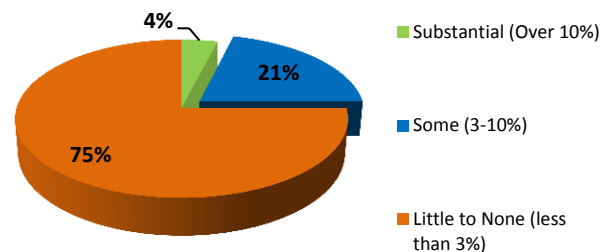
**528** Annual New Job Openings + **273** Annual Replacement Job Openings = **801** Annual Total Job Openings

## What else should I know?

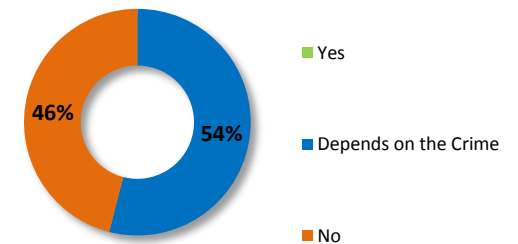
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Public Sector & Education
- Life Sciences, Biomedical and Research & Development

### Average willingness to consider previously incarcerated applicants

About half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Market Research Analysts and Marketing Specialists (13-1161)

Research market conditions in local, regional, or national areas, or gather information to determine potential sales or a product or service, or create a marketing campaign.

## Current Employment by Gender



**46%**   **54%**

## High Skill Position Tier 1

**\$29.20**  
Median Wage

**6,512**  
Current Employment

**414**  
Average Annual Job Openings  
(New + Replacement)

**Below Average**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Strong career pathways in technical and management positions

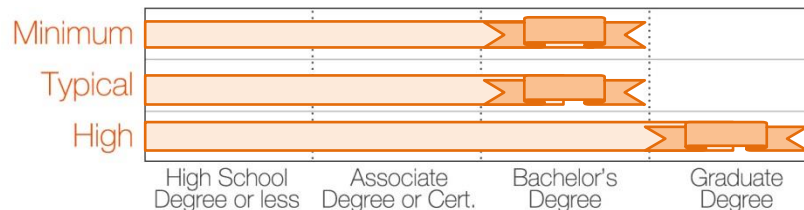
## Key Skills & Abilities for this Position

- Analyze social, health, or economic data
- Direct scientific research or investigative studies
- Develop policies, protocols, procedures, methods, or standards
- Plan scientific, research, or investigative studies
- Provide expert testimony on research results
- Forecast phenomena based upon research data
- Direct implementation of new procedures, policies, or programs
- Conduct survey research of specified populations and demographics
- Analyze survey data to forecast enrollment changes
- Explain results of statistical analyses using graphs

## Am I qualified for this occupation?



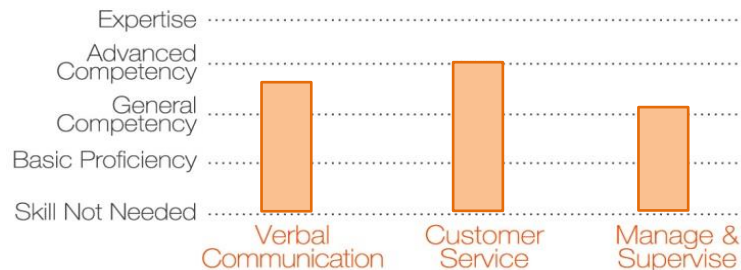
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**32%** Relevant Work Experience   **24%** Training Specific to the Position

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

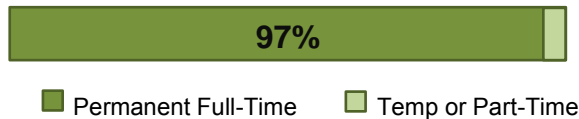
<b>\$17.63</b>	<b>\$29.20</b>	<b>\$45.67</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

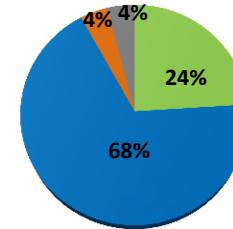
<b>96%</b>	<b>88%</b>	<b>88%</b>	<b>84%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



- More
- Stay the same
- Less
- Uncertain

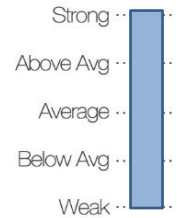
**6,512**  
Current  
Employment (2012)

**6,525**  
Expected  
Employment  
(12 Months)

**0.2%**  
Employer Expected  
Growth Rate  
(12 Months)

**18%**  
5 Year Growth  
Projection  
(2012-2017)

### Rating

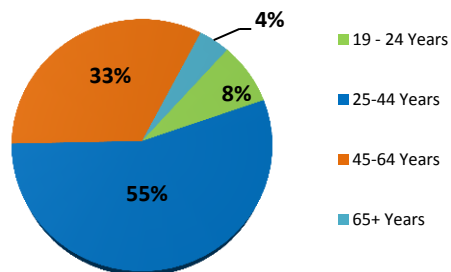


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

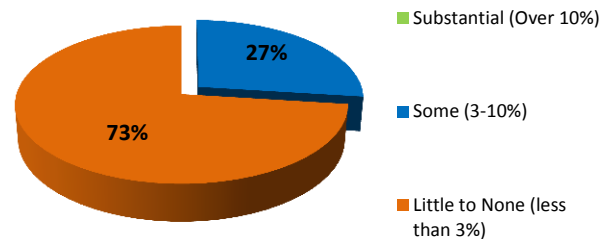
**233** Annual New Job Openings + **181** Annual Replacement Job Openings = **414** Annual Total Job Openings

## What else should I know?

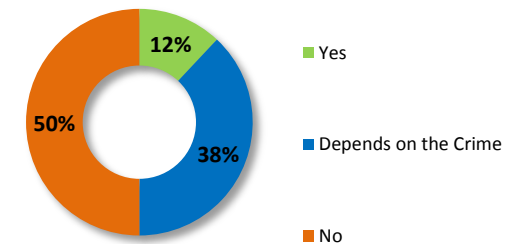
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Finance, Insurance & Real Estate
- Information & Communications Technologies
- Public Sector & Education
- Life Sciences, Biomedical and Research & Development

### Average willingness to consider previously incarcerated applicants

About half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Medical and Health Services Managers (11-9111)

Plan, direct, or coordinate medical and health services in hospitals, clinics, managed care organizations, public health agencies, or similar

## Current Employment by Gender



**35%**      **65%**

## High Skill Position Tier 1

**\$48.04**  
Median Wage

**2,608**  
Current Employment

**116**  
Average Annual Job Openings  
(New + Replacement)

**Below Average**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Strong career pathways in technical and management positions

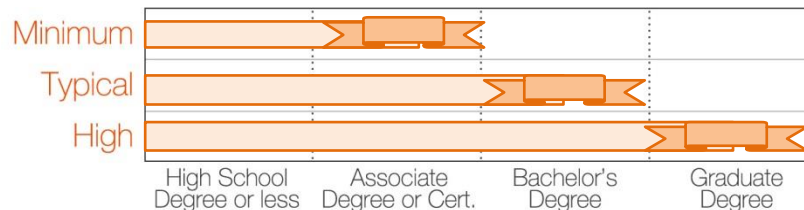
## Key Skills & Abilities for this Position

- Advise department managers in personnel matters
- Discharge workers to meet employment needs
- Develop staff policies
- Develop policies, protocols, procedures, methods, or standards
- Write administrative procedures services manual
- Negotiate with federal and state agencies and other political organizations
- Direct financial activities
- Direct implementation of new procedures, policies, or programs
- Establish employee performance standards
- Negotiate business, sales, rental, or lease contracts

## Am I qualified for this occupation?



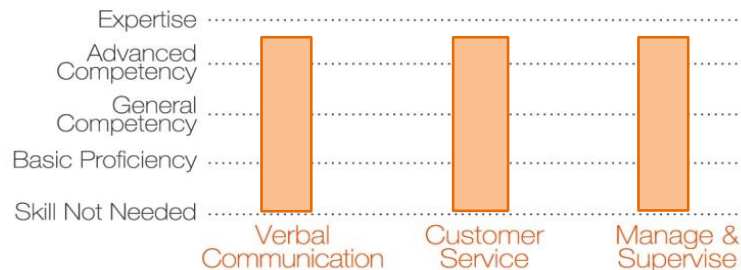
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**17%**  
Relevant Work  
Experience

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

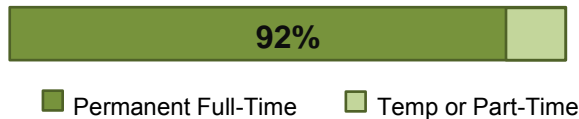
<b>\$29.86</b>	<b>\$48.04</b>	<b>\$78.06</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

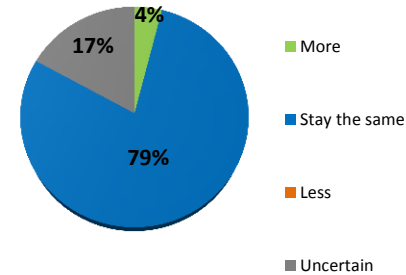
<b>80%</b>	<b>64%</b>	<b>84%</b>	<b>64%</b>	<b>84%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS

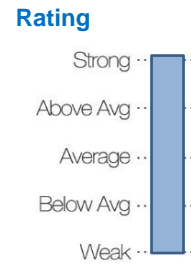


**2,608**  
Current Employment (2012)

**2,611**  
Expected Employment (12 Months)

**0.1%**  
Employer Expected Growth Rate (12 Months)

**10%**  
5 Year Growth Projection (2012-2017)

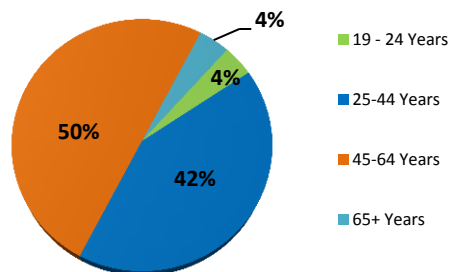


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

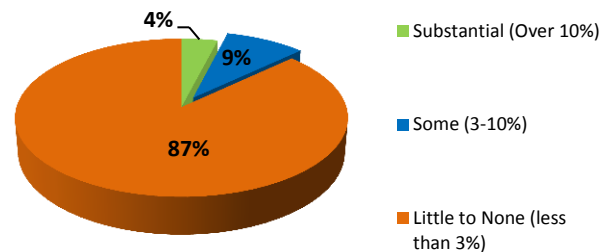
**51** Annual New Job Openings + **65** Annual Replacement Job Openings = **116** Annual Total Job Openings

## What else should I know?

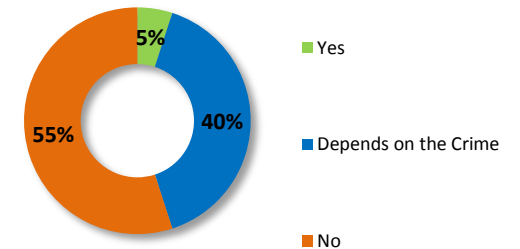
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Public Sector & Education
- Healthcare

**Less likely to consider previously incarcerated applicants**  
Over half of employers would not consider hiring a formerly incarcerated applicant for this occupation.

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# Medical Assistants (31-9092)

Perform administrative and certain clinical duties under the direction of a physician. Duties may include scheduling appointments, maintaining medical records, and coding information for insurance purposes.

## Current Employment by Gender



**10%**   **90%**

**Low Skill Position**  
Tier 3

**\$15.26**  
Median Wage

**7,348**  
Current Employment

**314**  
Average Annual Job Openings  
(New + Replacement)

**Declining**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Some career pathways in clinical positions

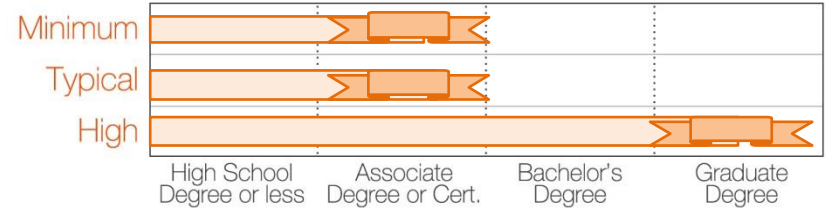
## Key Skills & Abilities for this Position

- Construct medical supportive devices
- Fit patients for prosthetic device, using static or dynamic alignment
- Educate patients in use of supportive or health-related devices
- Perform noninvasive or invasive medical diagnostic techniques
- Compound pharmaceuticals or medical preparations
- Set-up incubators in hospitals
- Prescribe or recommend drugs, medical devices or other forms of treatment
- Diagnose medical condition of patient
- Use knowledge of medical terminology
- Maintain dental or medical records

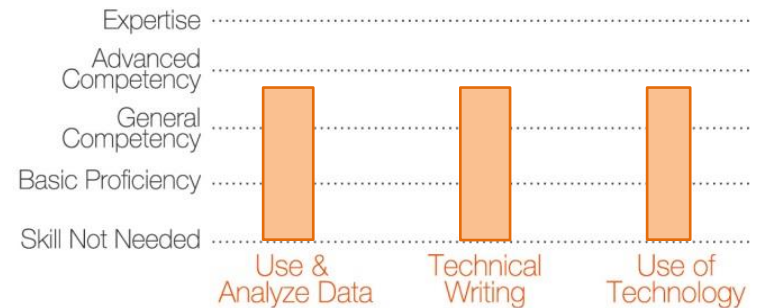
## Am I qualified for this occupation?



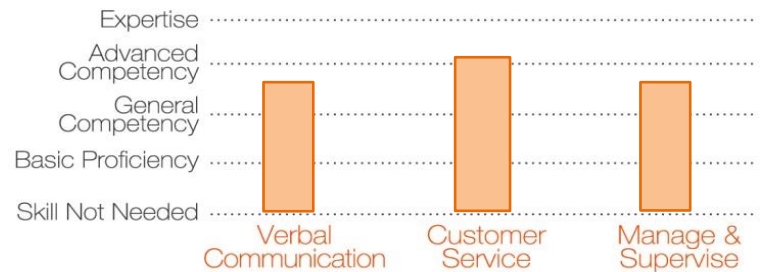
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS



## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

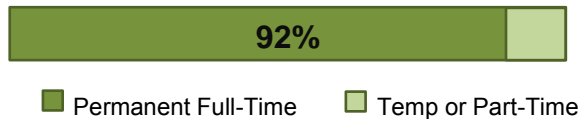
<b>\$10.70</b>	<b>\$15.26</b>	<b>\$20.80</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

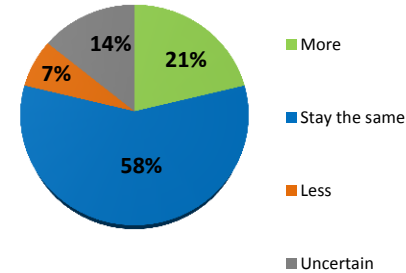
<b>80%</b>	<b>67%</b>	<b>80%</b>	<b>53%</b>	<b>87%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS

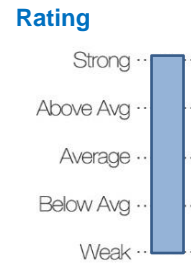


**7,348**  
Current Employment (2012)

**7,730**  
Expected Employment (12 Months)

**5.2%**  
Employer Expected Growth Rate (12 Months)

**13%**  
5 Year Growth Projection (2012-2017)

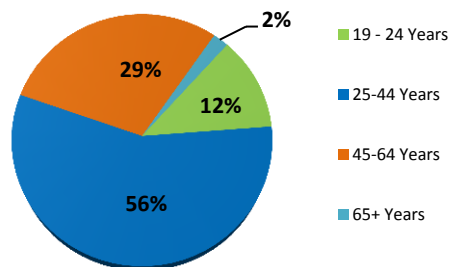


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

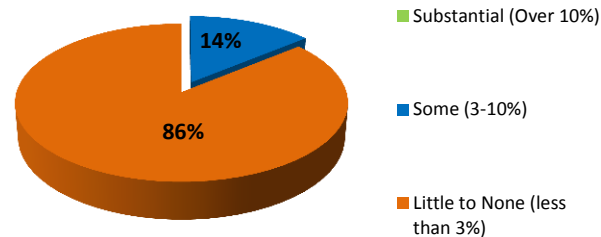
**195** Annual New Job Openings + **119** Annual Replacement Job Openings = **314** Annual Total Job Openings

## What else should I know?

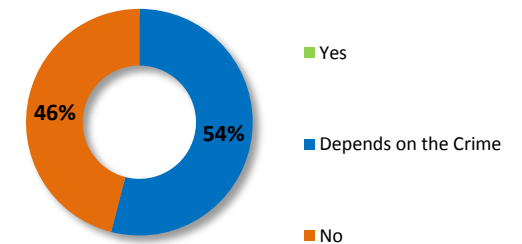
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Public Sector & Education
- Healthcare

### Average willingness to consider previously incarcerated applicants

About half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Medical Records and Health Information Technicians (29-2071)

Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system.

## Current Employment by Gender



**15%**      **85%**

Medium Skill Position  
Tier 2

**\$17.71**  
Median Wage

**1,662**  
Current Employment

**72**  
Average Annual Job Openings  
(New + Replacement)

**Below Average**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

## Career Advancement Potential

Strong career pathways in administrative and management positions

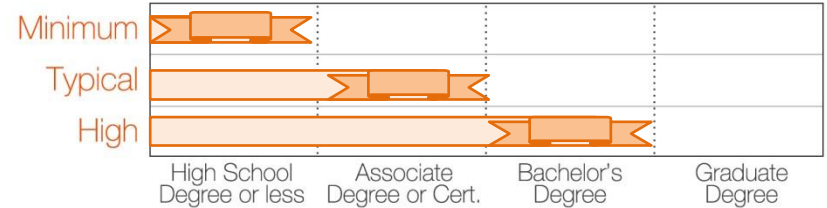
## Key Skills & Abilities for this Position

- Maintain licenses, certifications, qualifications, and knowledge currency through continuing education activities
- Consult with colleagues or experts regarding specific issues
- Use knowledge of medical terminology
- Review technical, operating, service, or repair manuals or publications
- Analyze medical data
- Collect clinical data
- Ascertain information from doctor's prescription
- Use oral or written communication techniques
- Prepare technical, managerial, financial, or informational reports
- Process medical records

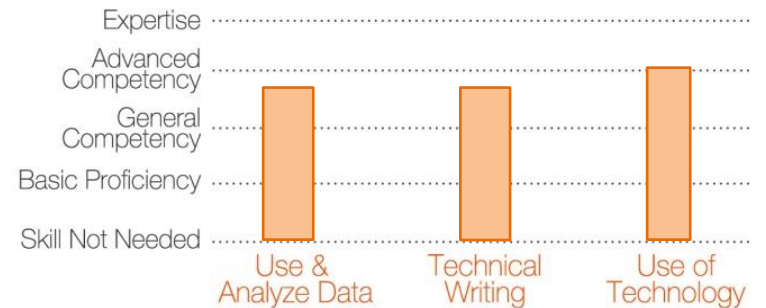
## Am I qualified for this occupation?



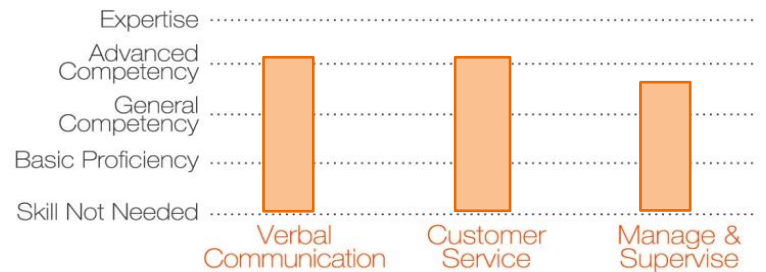
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**33%**  
Relevant Work  
Experience

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

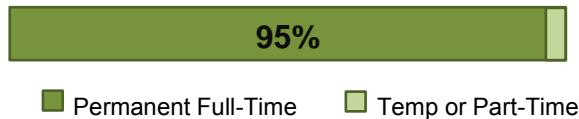
<b>\$12.04</b>	<b>\$17.71</b>	<b>\$31.43</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

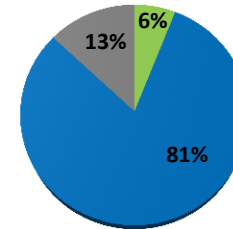
<b>76%</b>	<b>76%</b>	<b>88%</b>	<b>65%</b>	<b>82%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



- More
- Stay the same
- Less
- Uncertain

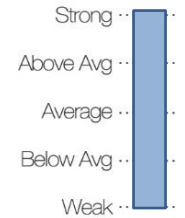
**1,662**  
Current Employment (2012)

**1,672**  
Expected Employment (12 Months)

**0.6%**  
Employer Expected Growth Rate (12 Months)

**11%**  
5 Year Growth Projection (2012-2017)

### Rating

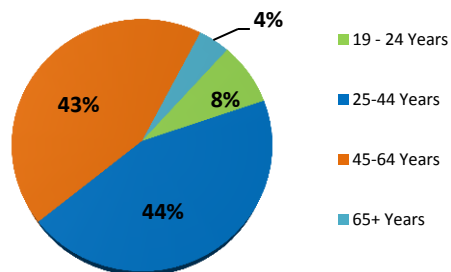


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

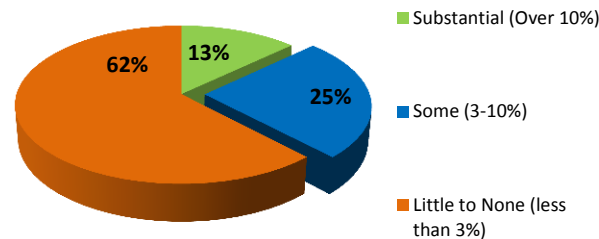
**37** Annual New Job Openings + **35** Annual Replacement Job Openings = **72** Annual Total Job Openings

## What else should I know?

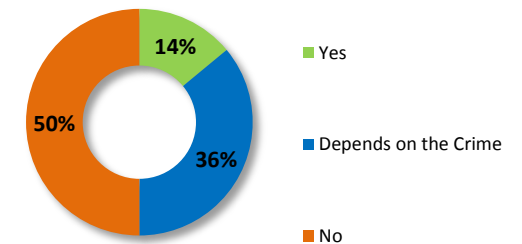
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Public Sector & Education
- Healthcare

### Average willingness to consider previously incarcerated applicants

About half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Medical Secretaries (43-6013)

Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical information.

## Current Employment by Gender



6%

94%

Medium Skill Position  
Tier 2

\$16.43  
Median Wage

8,738  
Current Employment

390  
Average Annual Job Openings  
(New + Replacement)

Below Average  
Employer Growth Expectations  
(12 Months)

Strong  
Projected Industry Growth  
(5 Year)

## Career Advancement Potential

Some career pathways in administrative and technical positions

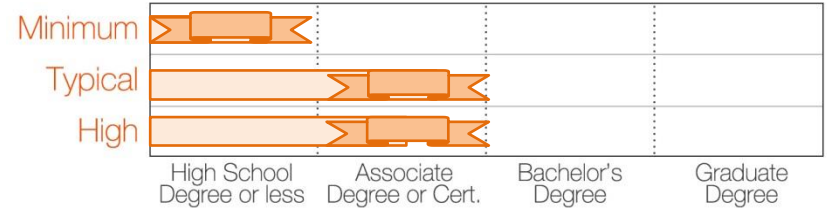
## Key Skills & Abilities for this Position

- Delegate appropriate administrative support activities
- Write administrative procedures services manual
- Maintain confidentiality of data and information according to procedures
- Use oral or written communication techniques
- Maintain records, reports, files, listings, or logs
- Write business correspondence
- Prepare technical, managerial, financial, or informational reports
- Fill out business, government, or other forms
- Operate computers to enter, calculate, access, and retrieve data
- Prepare billing statements

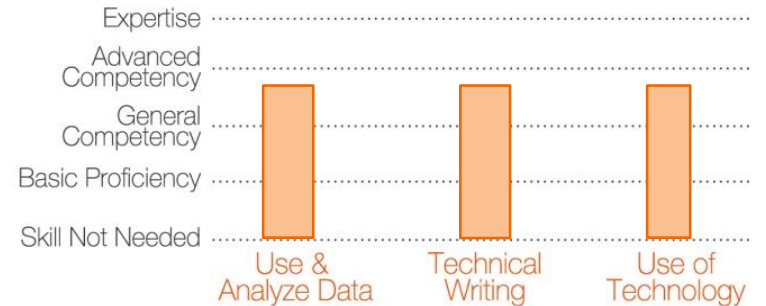
## Am I qualified for this occupation?



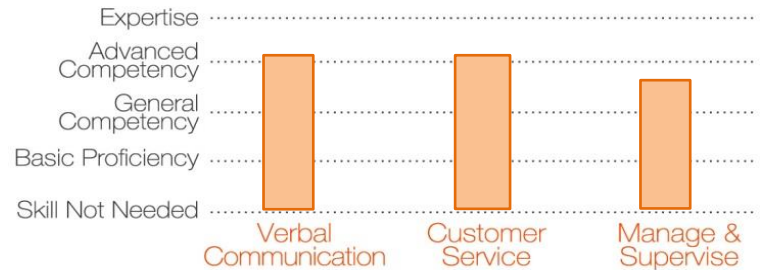
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS



## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

<b>\$11.31</b>	<b>\$16.43</b>	<b>\$22.15</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

<b>88%</b>	<b>63%</b>	<b>88%</b>	<b>71%</b>	<b>100%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

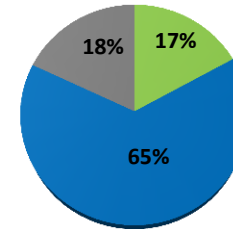
### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



■ Permanent Full-Time    ■ Temp or Part-Time

## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



■ More  
■ Stay the same  
■ Less  
■ Uncertain

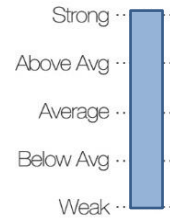
**8,738**  
Current Employment (2012)

**8,825**  
Expected Employment (12 Months)

**1%**  
Employer Expected Growth Rate (12 Months)

**15%**  
5 Year Growth Projection (2012-2017)

### Rating

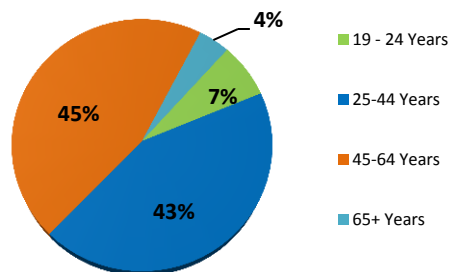


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

**268** Annual New Job Openings + **122** Annual Replacement Job Openings = **390** Annual Total Job Openings

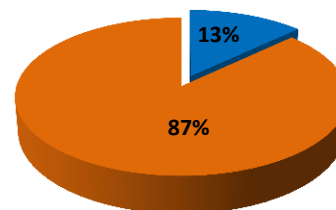
## What else should I know?

### CURRENT EMPLOYMENT BY AGE



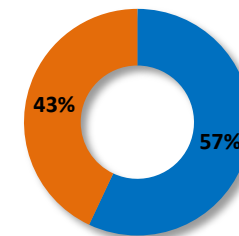
■ 19 - 24 Years  
■ 25-44 Years  
■ 45-64 Years  
■ 65+ Years

### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



■ Substantial (Over 10%)  
■ Some (3-10%)  
■ Little to None (less than 3%)

### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



■ Yes  
■ Depends on the Crime  
■ No

### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Healthcare

### More likely to consider previously incarcerated applicants

Over half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Network and Computer Systems Administrators (15-1142)

Install, configure, and support and organization's local area network (LAN), wide area network (WAN), and Internet systems of a segment of a network system.

## Current Employment by Gender



**76%**   **24%**

## High Skill Position Tier 1

**\$35.75**  
Median Wage

**3,976**  
Current Employment

**155**  
Average Annual Job Openings  
(New + Replacement)

**Declining**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Strong career pathways in technical and management positions

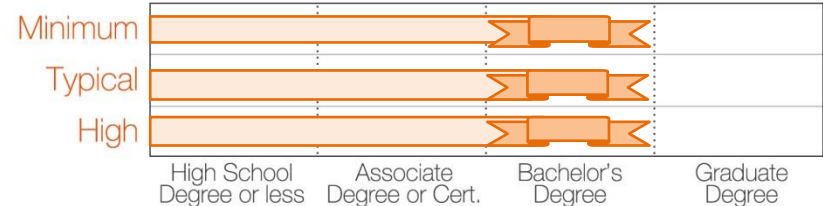
## Key Skills & Abilities for this Position

- Perform software crash analysis
- Program computer numerical controlled machines
- Network computers for data, communications, and work sharing
- Store data to avoid data loss or ensure data security
- Analyze computer systems using analysis techniques
- Communicate technical or scientific information
- Design computer hardware or software interface
- Design computer programs or programming tools
- Design data security systems
- Design hardware or software systems

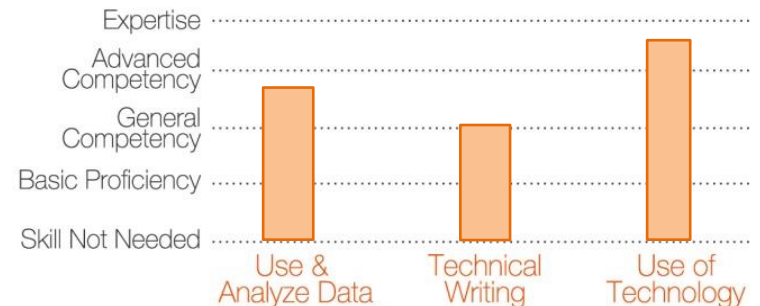
## Am I qualified for this occupation?



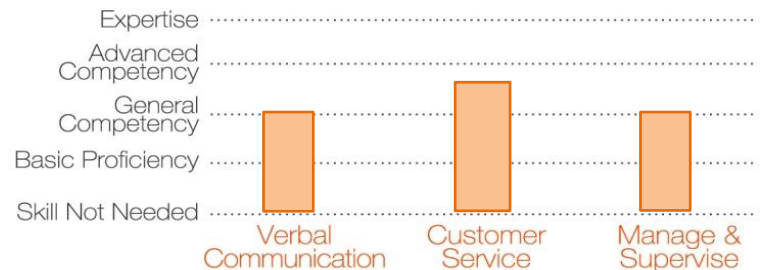
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**32%**  
Training Specific to  
the Position

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

<b>\$23.02</b>	<b>\$35.75</b>	<b>\$52.34</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

<b>85%</b>	<b>77%</b>	<b>81%</b>	<b>65%</b>	<b>92%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

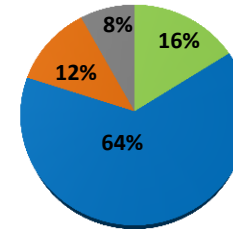
### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



■ Permanent Full-Time
 ■ Temp or Part-Time

## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



■ More  
■ Stay the same  
■ Less  
■ Uncertain

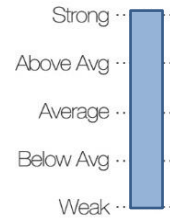
**3,976**  
Current Employment (2012)

**3,952**  
Expected Employment (12 Months)

**-0.6%**  
Employer Expected Growth Rate (12 Months)

**11%**  
5 Year Growth Projection (2012-2017)

### Rating

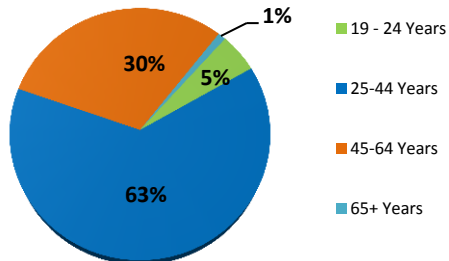


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

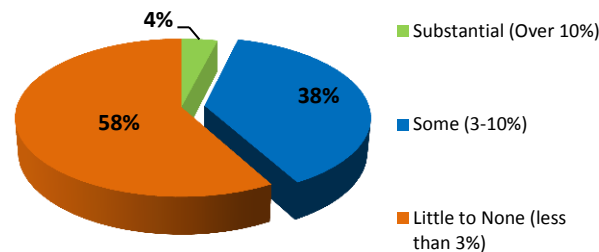
**85** Annual New Job Openings + **70** Annual Replacement Job Openings = **155** Annual Total Job Openings

## What else should I know?

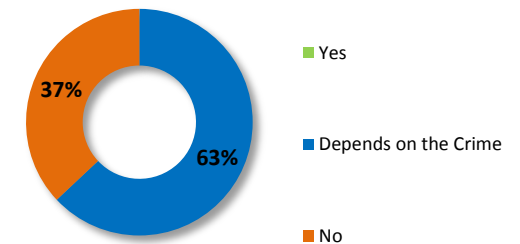
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Life Sciences, Biomedical and Research & Development
- Manufacturing, including Advanced Manufacturing

### More likely to consider previously incarcerated applicants

Over half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Office Clerks, General (43-9061)

Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures.

## Current Employment by Gender



**25%**   **75%**

Medium Skill Position  
Tier 2

**\$14.18**  
Median Wage

**36,347**  
Current Employment

**1148**  
Average Annual Job Openings  
(New + Replacement)

**Declining**  
Employer Growth Expectations  
(12 Months)

**Average**  
Projected Industry Growth  
(5 Year)

## Career Advancement Potential

Some career pathways depending on employer and industry

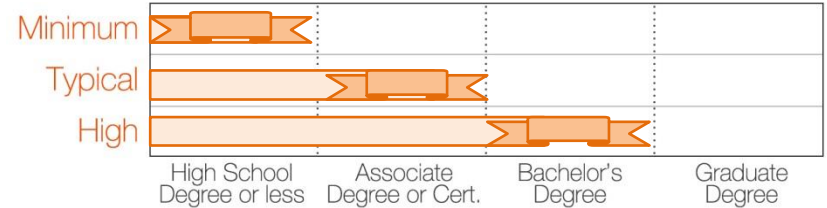
## Key Skills & Abilities for this Position

- Evaluate information in documents or manuscripts
- Process payroll documents, records, or checks
- Delegate appropriate administrative support activities
- Evaluate office operations
- Maintain balance sheets
- Design office layout
- Write administrative procedures services manual
- Operate computers to enter, calculate, access, and retrieve data
- Maintain records, reports, files, listings, or logs
- Fill out business, government, or other forms

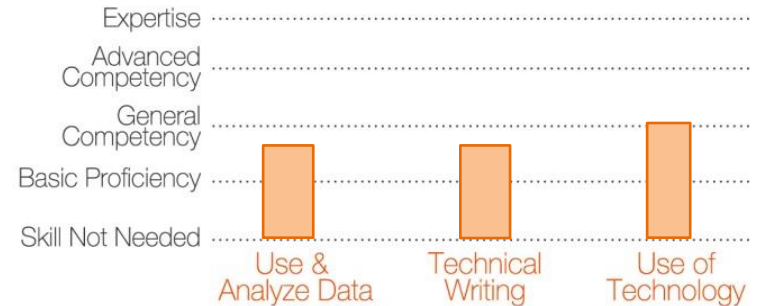
## Am I qualified for this occupation?



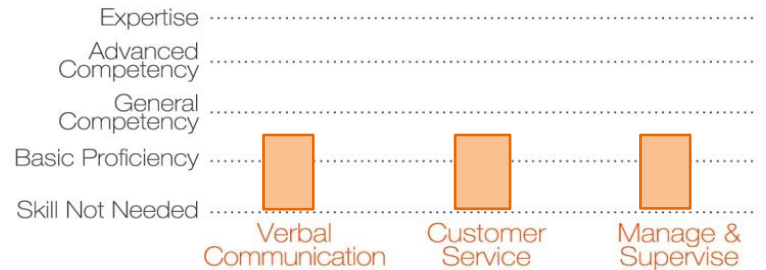
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**17%**  
Relevant Work  
Experience

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

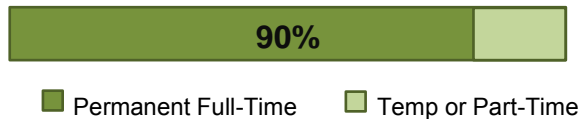
<b>\$9.29</b>	<b>\$14.18</b>	<b>\$21.72</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

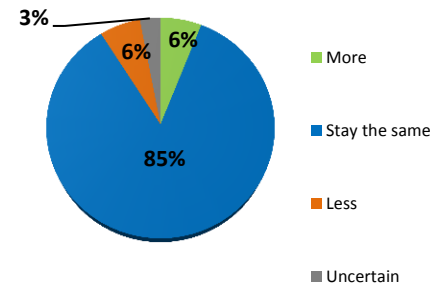
<b>96%</b>	<b>92%</b>	<b>73%</b>	<b>88%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



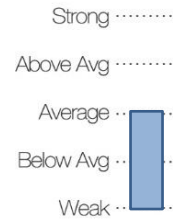
**36,347**  
Current Employment (2012)

**36,020**  
Expected Employment (12 Months)

**-0.9%**  
Employer Expected Growth Rate (12 Months)

**7%**  
5 Year Growth Projection (2012-2017)

### Rating

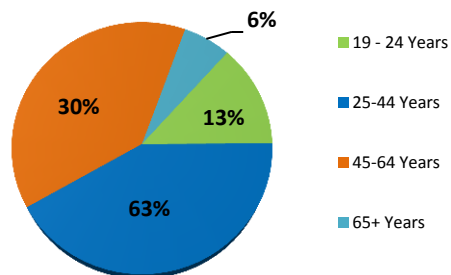


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

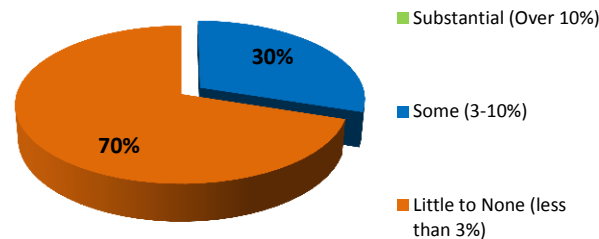
**489** Annual New Job Openings + **659** Annual Replacement Job Openings = **1148** Annual Total Job Openings

## What else should I know?

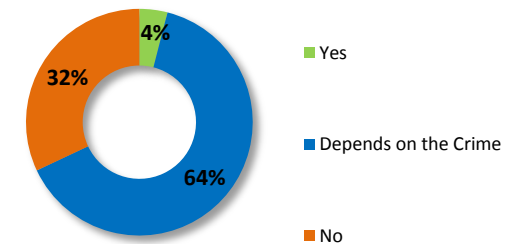
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Public Sector & Education
- Life Sciences, Biomedical and Research & Development

### More likely to consider previously incarcerated applicants

Over half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Operating Engineers and Construction Equipment Operators (47-2073)

Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors or front-end loaders to excavate, move, and grade earth, or pour concrete or other hard surface pavement.

## Current Employment by Gender



**89%**   **11%**

Medium Skill Position  
Tier 2

**\$29.47**  
Median Wage

**1,758**  
Current Employment

**65**  
Average Annual Job Openings  
(New + Replacement)

**Strong**  
Employer Growth Expectations  
(12 Months)

**Average**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Some career pathways in the trades and construction industry

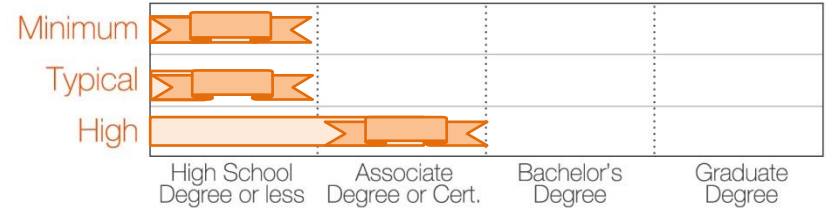
## Key Skills & Abilities for this Position

- Evaluate construction quality
- Use measuring devices to determine dimensions or characteristics
- Understand construction specifications
- Repair construction machinery or equipment
- Operate power construction equipment
- Signal directions or warnings to coworkers
- Obtain land survey data using surveying instruments
- Position machines, equipment, or structures
- Set-up heavy construction equipment
- Identify construction industry codes or symbols on blueprints

## Am I qualified for this occupation?



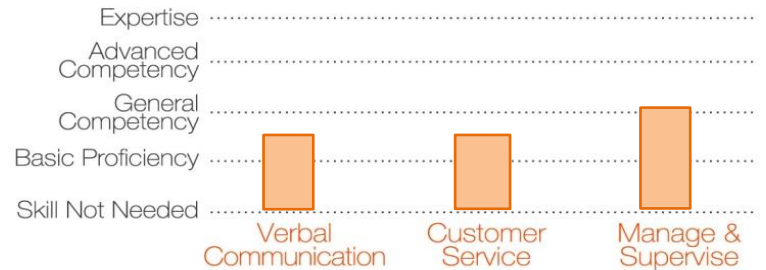
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**38%**  
Training Specific to  
the Position

**22%**  
Relevant Work  
Experience

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

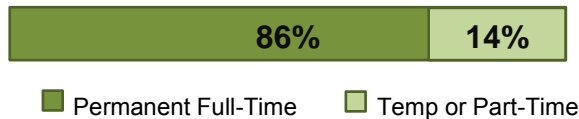
<b>\$21.60</b>	<b>\$29.47</b>	<b>\$42.34</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

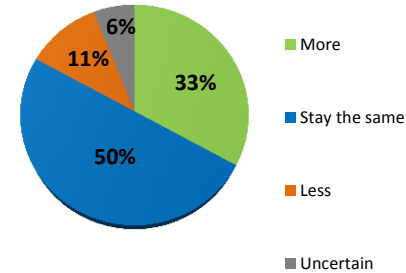
<b>71%</b>	<b>57%</b>	<b>52%</b>	<b>48%</b>	<b>57%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



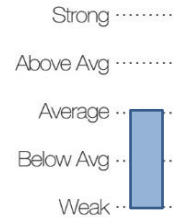
**1,758**  
Current Employment (2012)

**1,867**  
Expected Employment (12 Months)

**6.2%**  
Employer Expected Growth Rate (12 Months)

**7%**  
5 Year Growth Projection (2012-2017)

### Rating

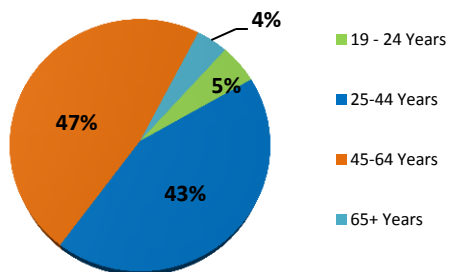


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

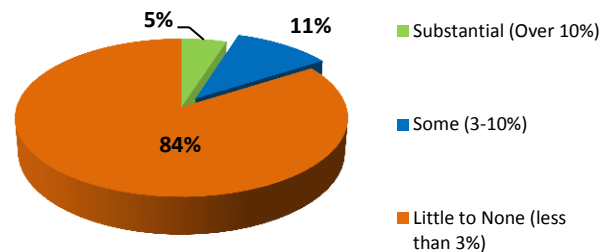
**23** Annual New Job Openings + **42** Annual Replacement Job Openings = **65** Annual Total Job Openings

## What else should I know?

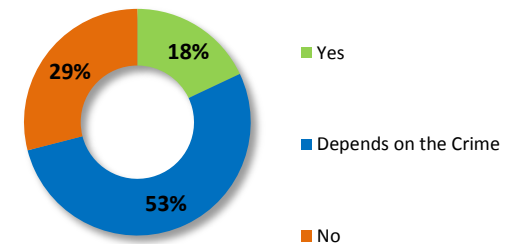
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Construction, Building & Design

### More likely to consider previously incarcerated applicants

Over half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Painters, Construction and Maintenance Workers (47-2141)

Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushers, rollers, and spray guns. May remove old paint to prepare surface prior to painting.

## Current Employment by Gender



**88%**   **12%**

Medium Skill Position  
Tier 2

**\$16.70**  
Median Wage

**5,843**  
Current Employment

**316**  
Average Annual Job Openings  
(New + Replacement)

**Strong**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Strong career pathways in technical and management positions

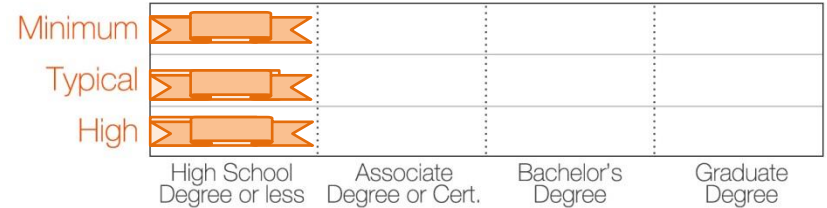
## Key Skills & Abilities for this Position

- Use measuring devices to determine dimensions or characteristics
- Fabricate manufactured products by hand
- Apply adhesives, caulking, coatings, colorants, or sealants
- Perform safety inspections
- Shape wood or other construction materials
- Fit wood or other construction materials
- Join wood or other construction materials
- Operate personnel and material lift equipment
- Apply plaster, stucco, joint compound, or related material
- Remove finish from furniture, walls, or related structures

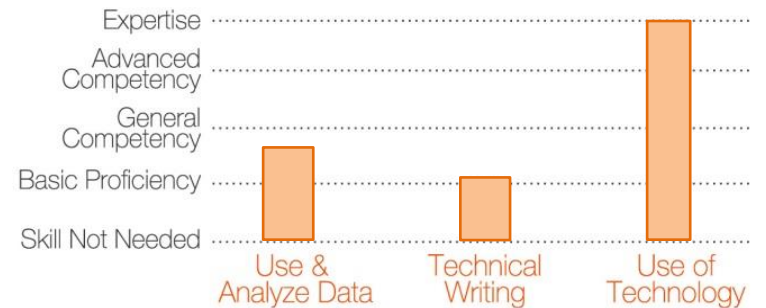
## Am I qualified for this occupation?



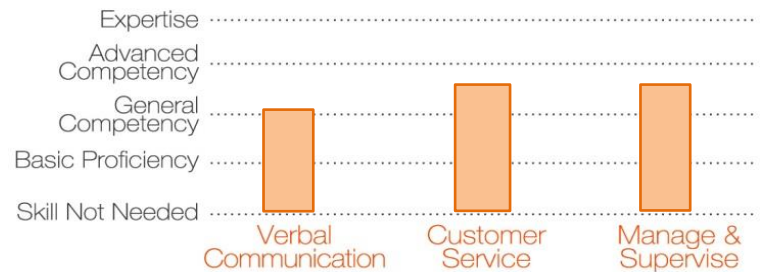
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**21%**  
Training Specific to  
the Position

**21%**  
Interpersonal &  
Social Skills

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

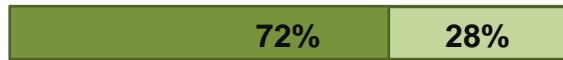
<b>\$12.39</b>	<b>\$16.70</b>	<b>\$22.89</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

<b>60%</b>	<b>53%</b>	<b>47%</b>	<b>40%</b>	<b>47%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

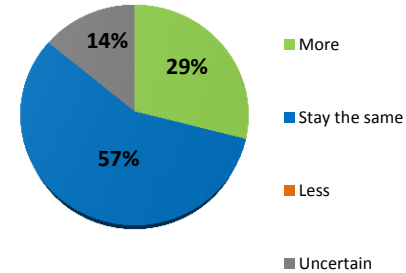
### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



■ Permanent Full-Time   ■ Temp or Part-Time

## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS

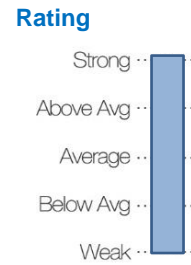


**5,843**  
Current Employment (2012)

**6,386**  
Expected Employment (12 Months)

**9.3%**  
Employer Expected Growth Rate (12 Months)

**16%**  
5 Year Growth Projection (2012-2017)

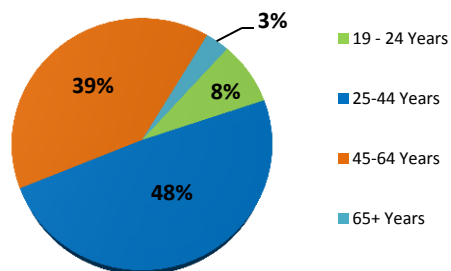


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

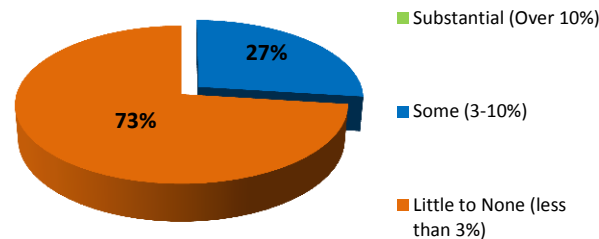
**183** Annual New Job Openings + **133** Annual Replacement Job Openings = **316** Annual Total Job Openings

## What else should I know?

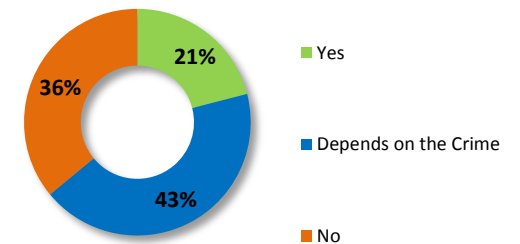
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Construction, Building & Design

### More likely to consider previously incarcerated applicants

Over half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Personal Financial Advisors (13-2052)

Advise clients on financial plans using knowledge of tax and investment strategies, securities, insurance pension plans and real estate. Duties include assessing clients' assets, liabilities, cash flow, insurance coverage and financial objectives.

## Current Employment by Gender



**77%**   **23%**

## High Skill Position Tier 1

**\$29.84**  
Median Wage

**17,959**  
Current Employment

**1,228**  
Average Annual Job Openings  
(New + Replacement)

**Below Average**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Strong career pathways in sales and management positions

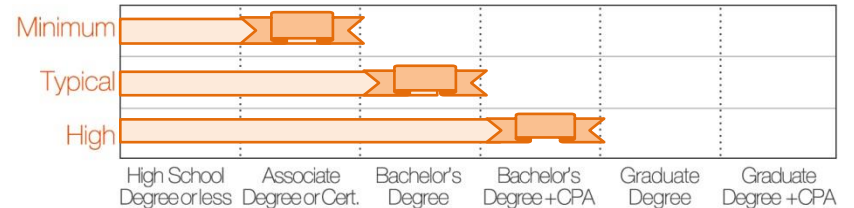
## Key Skills & Abilities for this Position

- Evaluate degree of financial risk
- Identify financial risks to company
- Explain available financial assistance
- Analyze financial information to project future revenues or expenses
- Analyze financial data
- Compute financial data
- Operate computers to enter, calculate, access, and retrieve data
- Advise internal and external clients, customers, and managers on technical matters, problems, procedures, and
- Make presentations to internal and external persons
- Participate in organizational meetings or activities

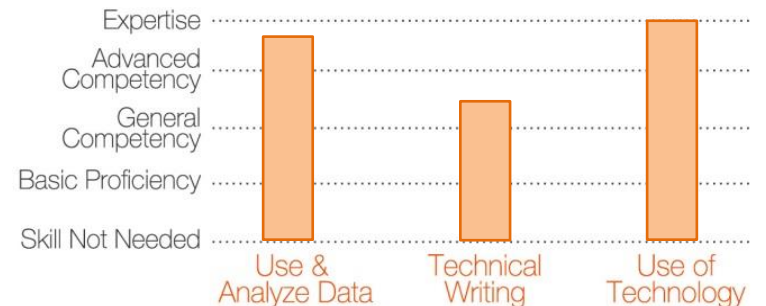
## Am I qualified for this occupation?



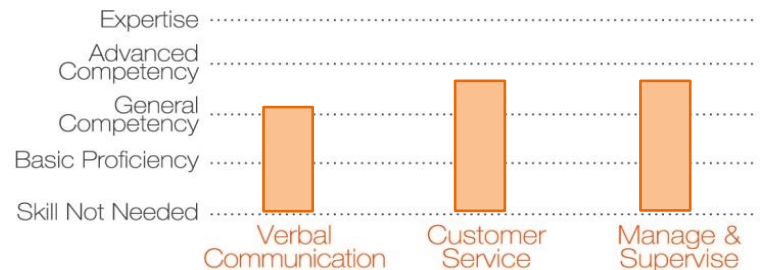
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS



## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

<b>\$23.34</b>	<b>\$29.84</b>	<b>\$39.17</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

<b>96%</b>	<b>92%</b>	<b>73%</b>	<b>88%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

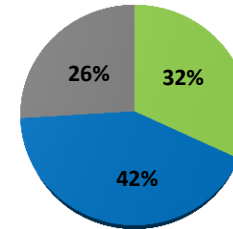
### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



■ Permanent Full-Time   ■ Temp or Part-Time

## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



■ More  
■ Stay the same  
■ Less  
■ Uncertain

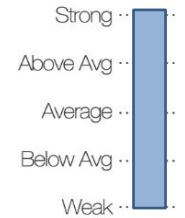
**17,959**  
Current Employment (2012)

**18,246**  
Expected Employment (12 Months)

**1.6%**  
Employer Expected Growth Rate (12 Months)

**28%**  
5 Year Growth Projection (2012-2017)

### Rating

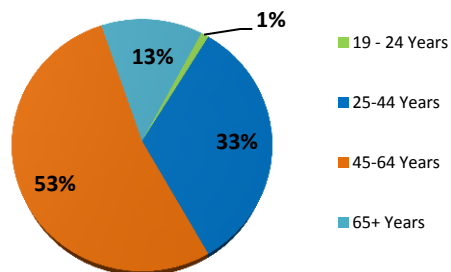


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

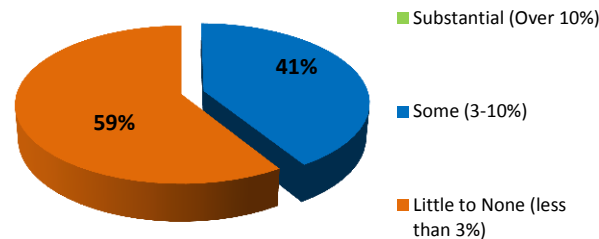
**1012** Annual New Job Openings + **216** Annual Replacement Job Openings = **1228** Annual Total Job Openings

## What else should I know?

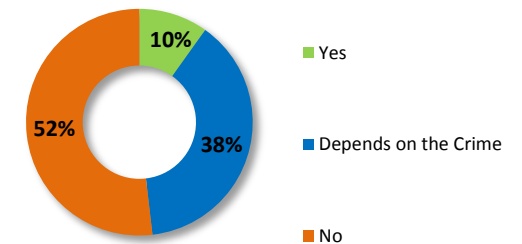
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Public Sector & Education
- Life Sciences, Biomedical and Research & Development

### Less likely to consider previously incarcerated applicants

Over half of employers would not consider hiring a formerly incarcerated applicant for this occupation.

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# Physical Therapists (29-1123)\*

Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength, and improve or correct disabling conditions.

## Current Employment by Gender



**33%**      **67%**

## High Skill Position Tier 1

**\$39.06**  
Median Wage

**1,674**  
Current Employment

**85**  
Average Annual Job Openings  
(New + Replacement)

**Strong**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Some career pathways in clinical and management positions

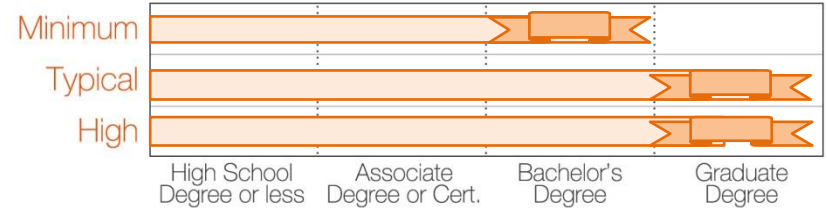
## Key Skills & Abilities for this Position

- Diagnose medical condition of patient
- Administer rehabilitation interventions
- Educate patients in use of supportive or health-related devices
- Use knowledge of medical terminology
- Maintain licenses, certifications, qualifications, and knowledge currency through continuing education activities
- Attend academic, business, or other conferences and events
- Consult with colleagues or experts regarding specific issues
- Communicate technical or scientific information
- Make presentations to internal and external persons
- Use oral or written communication techniques

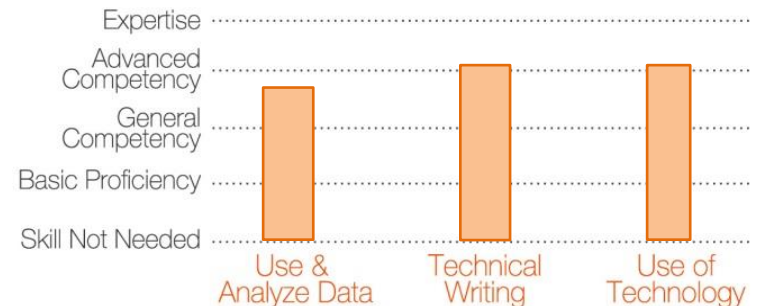
## Am I qualified for this occupation?



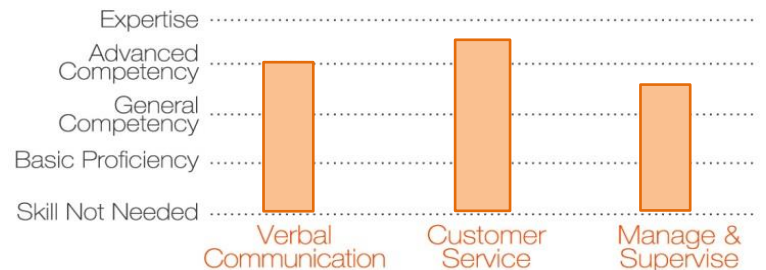
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**33%**  
Training Specific to  
the Position

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

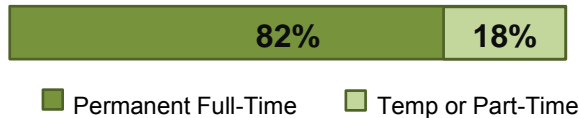
<b>\$30.03</b>	<b>\$39.06</b>	<b>\$52.71</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

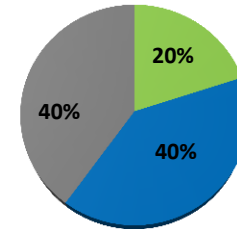
<b>91%</b>	<b>91%</b>	<b>82%</b>	<b>91%</b>	<b>91%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



- More
- Stay the same
- Less
- Uncertain

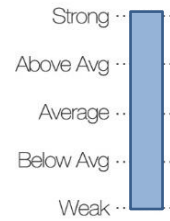
**1,674**  
Current Employment (2012)

**1,796**  
Expected Employment (12 Months)

**7.3%**  
Employer Expected Growth Rate (12 Months)

**19%**  
5 Year Growth Projection (2012-2017)

### Rating

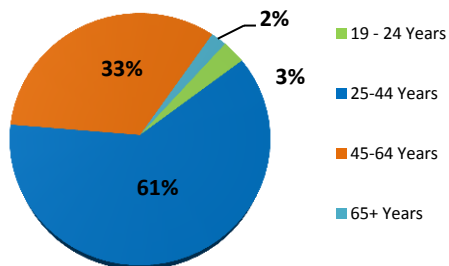


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

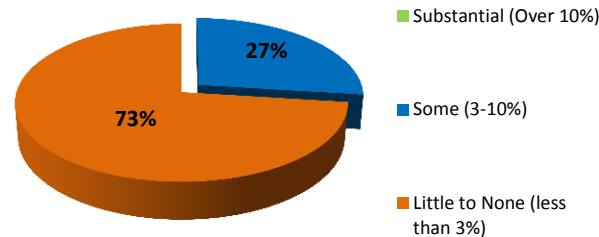
**64** Annual New Job Openings + **21** Annual Replacement Job Openings = **85** Annual Total Job Openings

## What else should I know?

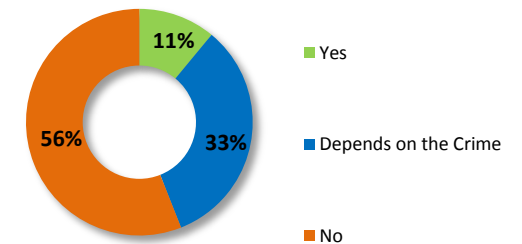
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Healthcare

### Less likely to consider previously incarcerated applicants

Over half of employers would not consider hiring a formerly incarcerated applicant for this occupation.

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# Radiologic Technologists and Technicians (29-2037)

Take X-rays and CAT scans or administer nonradioactive materials into patient's blood stream for diagnostic purposes.

## Current Employment by Gender



**41%** **59%**

Medium Skill Position  
Tier 2

**\$31.85**  
Median Wage

**1,772**  
Current Employment

**87**  
Average Annual Job Openings  
(New + Replacement)

**Strong**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

## Career Advancement Potential

Strong career pathways in clinical and management positions

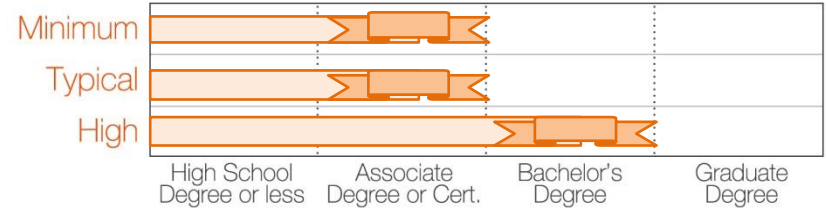
## Key Skills & Abilities for this Position

- Maintain licenses, certifications, qualifications, and knowledge currency through continuing education
- Consult with colleagues or experts regarding specific issues
- Use knowledge of medical terminology
- Communicate technical or scientific information
- Review technical, operating, service, or repair manuals or publications
- Analyze medical data
- Handle infectious materials safely according to procedures
- Collect clinical data
- Use hazardous materials information
- Ascertain information from doctor's prescription

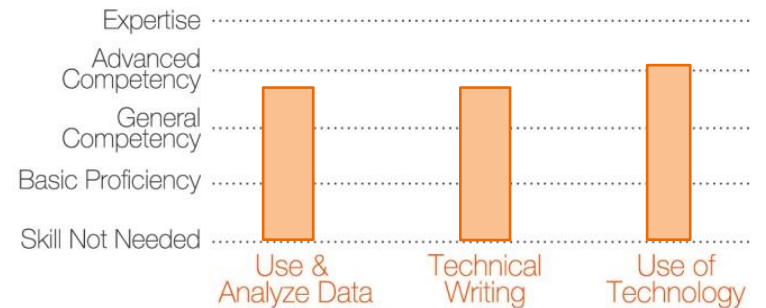
## Am I qualified for this occupation?



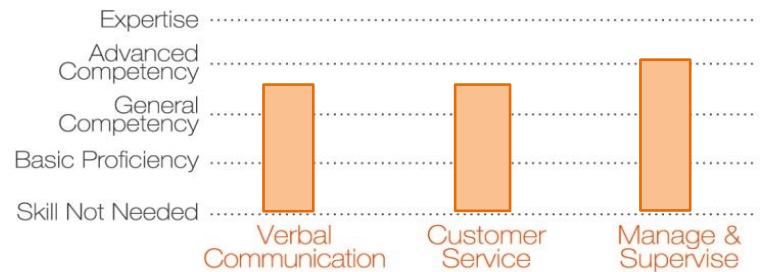
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**20%**  
Relevant Work  
Experience

**20%**  
Training Specific to  
the Position

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

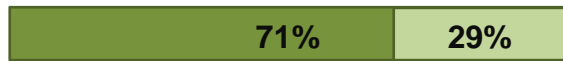
<b>\$20.04</b>	<b>\$31.85</b>	<b>\$43.95</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

<b>63%</b>	<b>53%</b>	<b>89%</b>	<b>74%</b>	<b>89%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

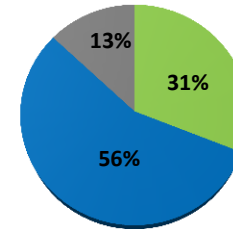
### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



■ Permanent Full-Time    ■ Temp or Part-Time

## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



■ More  
■ Stay the same  
■ Less  
■ Uncertain

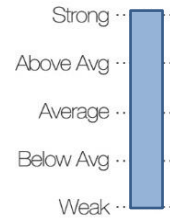
**1,772**  
Current Employment (2012)

**2,013**  
Expected Employment (12 Months)

**13.6%**  
Employer Expected Growth Rate (12 Months)

**17%**  
5 Year Growth Projection (2012-2017)

### Rating

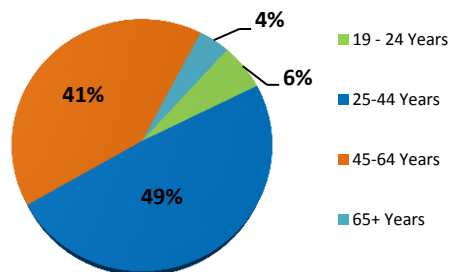


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

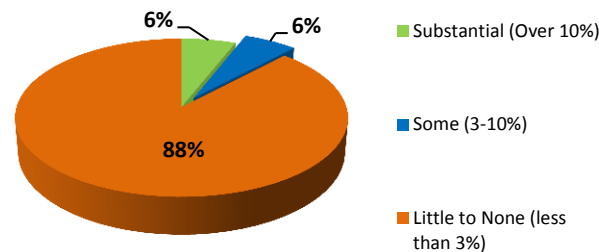
**59** Annual New Job Openings + **28** Annual Replacement Job Openings = **87** Annual Total Job Openings

## What else should I know?

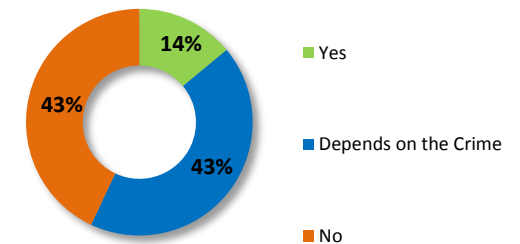
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Healthcare

### More likely to consider previously incarcerated applicants

Over half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Receptionists and Information Clerks (43-4171)

Answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities conducted within the organization.

## Current Employment by Gender



**12%**      **88%**

Medium Skill Position  
Tier 2

**\$13.84**  
Median Wage

**10,595**  
Current Employment

**571**  
Average Annual Job Openings  
(New + Replacement)

**Below Average**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

## Career Advancement Potential

Some career pathways depending on employer and industry

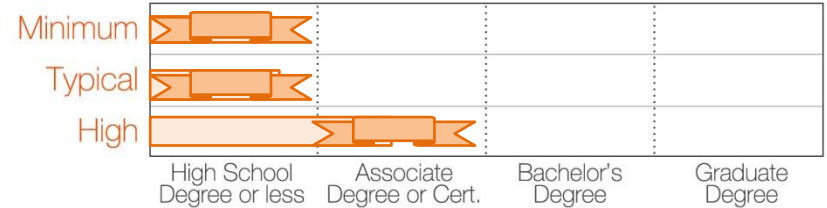
## Key Skills & Abilities for this Position

- Operate computers to enter, calculate, access, and retrieve data
- Maintain records, reports, files, listings, or logs
- Refer callers to appropriate personnel
- Fill out business, government, or other forms
- Interview persons to gather required information
- Obtain information from clients, customers, contractors, co-workers, patients, witnesses, attorneys, litigants
- Maintain customer and account records
- Answer questions from employees, colleagues, customers, or public
- Take messages, meeting notes, shorthand and dictation
- Collect deposits, payments, funding, or fees from internal and external parties

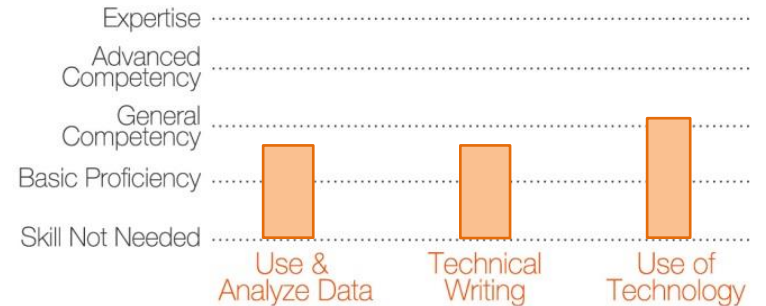
## Am I qualified for this occupation?



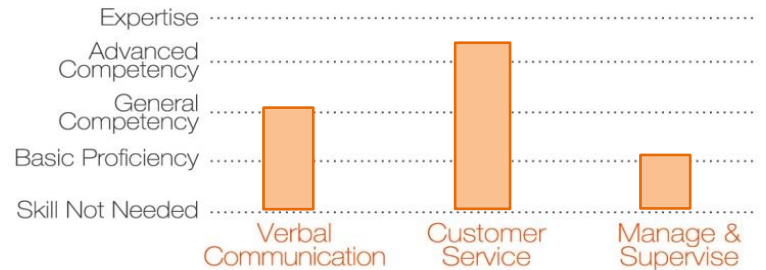
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**18%**  
Interpersonal &  
Social Skills

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

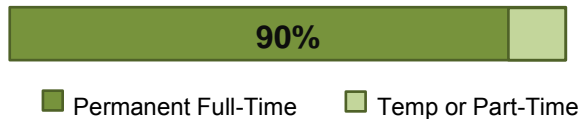
<b>\$9.84</b>	<b>\$13.84</b>	<b>\$19.30</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

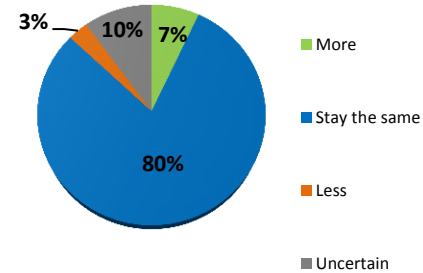
<b>96%</b>	<b>92%</b>	<b>73%</b>	<b>88%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



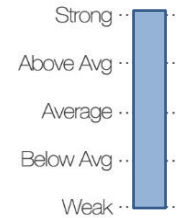
**10,595**  
Current Employment (2012)

**10,637**  
Expected Employment (12 Months)

**0.4%**  
Employer Expected Growth Rate (12 Months)

**11%**  
5 Year Growth Projection (2012-2017)

### Rating

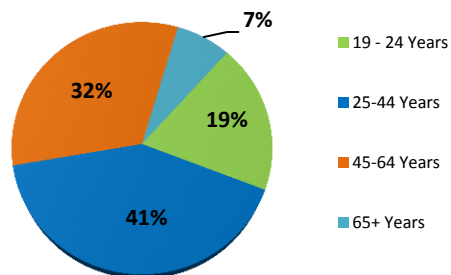


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

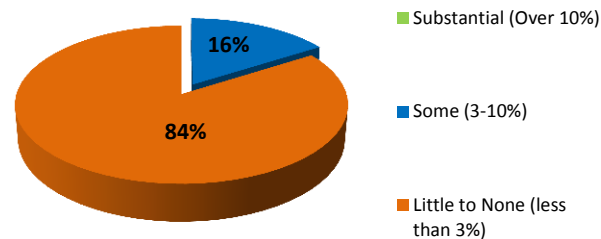
**239** Annual New Job Openings + **332** Annual Replacement Job Openings = **571** Annual Total Job Openings

## What else should I know?

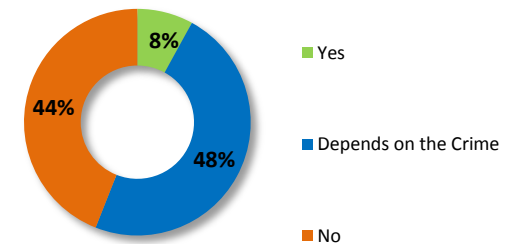
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Public Sector & Education
- Life Sciences, Biomedical and Research & Development

### More likely to consider previously incarcerated applicants

Over half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Registered Nurses (29-1111)

Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients.

## Current Employment by Gender



**39%**      **61%**

## High Skill Position Tier 1

**\$40.02**  
Median Wage

**21,639**  
Current Employment

**840**  
Average Annual Job Openings  
(New + Replacement)

**Strong**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

## Career Advancement Potential

Strong career pathways in clinical and management positions

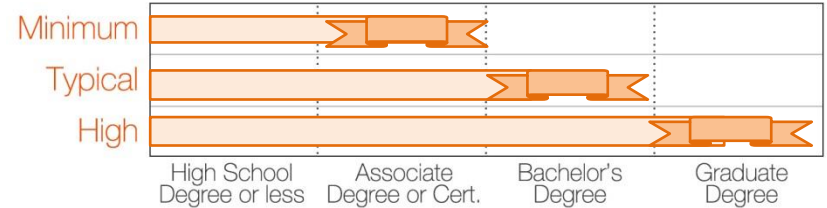
## Key Skills & Abilities for this Position

- Diagnose medical condition of patient
- Perform minor surgery
- Write technical health or medical documents
- Administer anesthetics to patients
- Administer rehabilitation interventions
- Deliver babies
- Set-up incubators in hospitals
- Educate patients in use of supportive or health-related devices
- Consult with staff or users to identify operating procedure problems
- Research health improvement issues

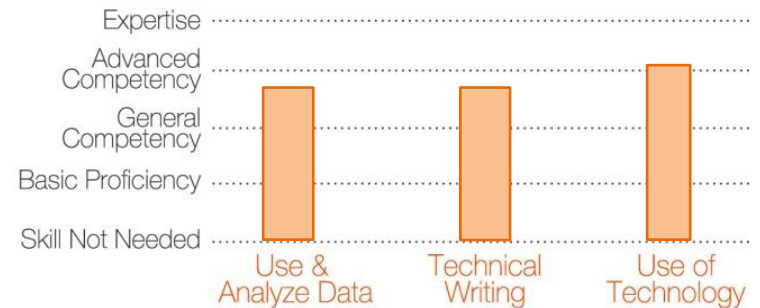
## Am I qualified for this occupation?



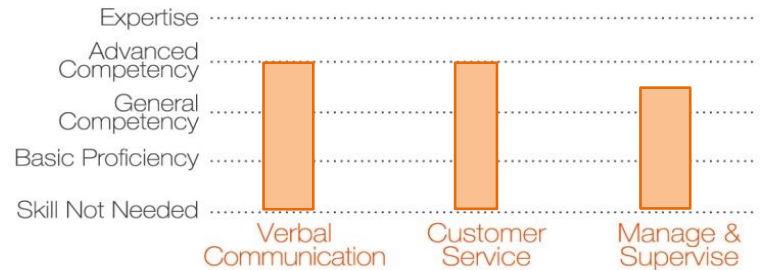
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**20%**  
Relevant Work  
Experience

**20%**  
Training Specific to  
the Position

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

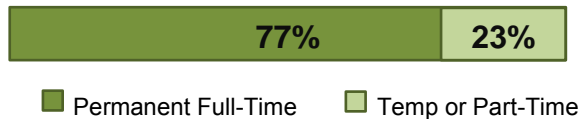
<b>\$30.16</b>	<b>\$40.02</b>	<b>\$54.45</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

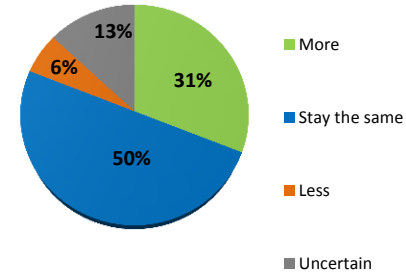
<b>96%</b>	<b>92%</b>	<b>73%</b>	<b>88%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS

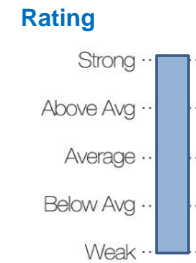


**21,639**  
Current Employment (2012)

**22,699**  
Expected Employment (12 Months)

**4.9%**  
Employer Expected Growth Rate (12 Months)

**10%**  
5 Year Growth Projection (2012-2017)

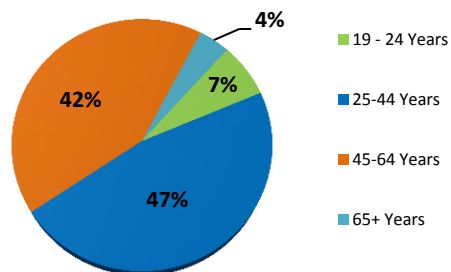


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

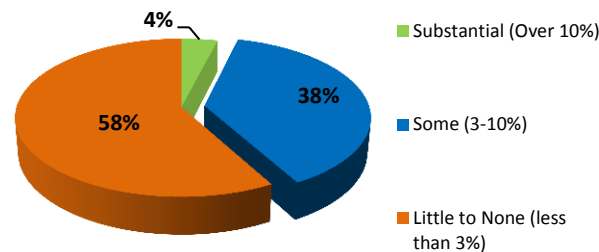
**440** Annual New Job Openings + **400** Annual Replacement Job Openings = **840** Annual Total Job Openings

## What else should I know?

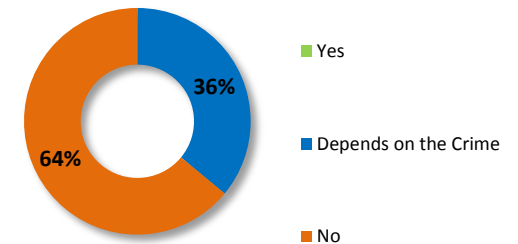
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Public Sector & Education
- Life Sciences, Biomedical and Research & Development

### Less likely to consider previously incarcerated applicants

Over half of employers would not consider hiring a formerly incarcerated applicant for this occupation.

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# Sales Representatives, except Technical and Scientific Products (41-4012)

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

## Current Employment by Gender



**73%**    **27%**

Medium Skill Position  
Tier 2

**\$24.28**  
Median Wage

**10,816**  
Current Employment

**403**  
Average Annual Job Openings  
(New + Replacement)

**Strong**  
Employer Growth Expectations  
(12 Months)

**Average**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Some career pathways in sales and management positions

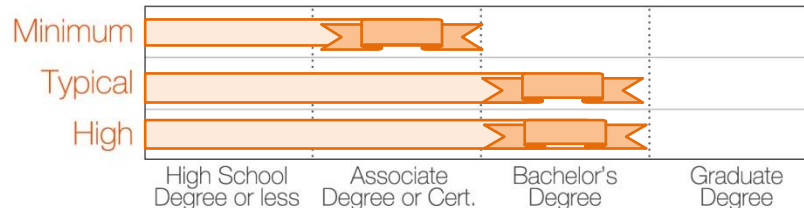
## Key Skills & Abilities for this Position

- Calibrate business or vending equipment
- Negotiate business, sales, rental, or lease contracts
- Manage promotional, sales, or marketing plans
- Analyze market conditions
- Sign contracts with customers or clients
- Advise internal and external clients, customers, and managers on technical matters, problems, procedures, and
- Analyze sales activities or trends
- Use oral or written communication techniques
- Conduct sales presentations
- Demonstrate goods or services to customers

## Am I qualified for this occupation?



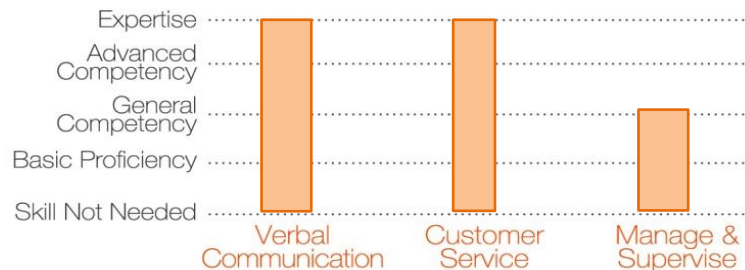
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**26%**  
Relevant Work Experience

**18%**  
Interpersonal & Social Skills

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

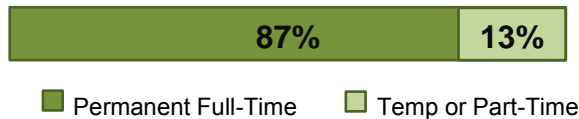
<b>\$14.19</b>	<b>\$24.28</b>	<b>\$43.66</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

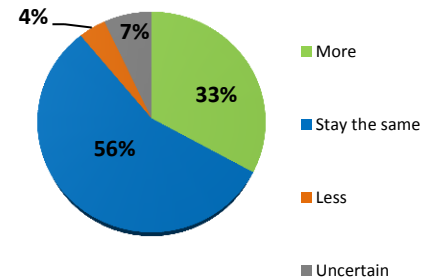
<b>96%</b>	<b>92%</b>	<b>73%</b>	<b>88%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



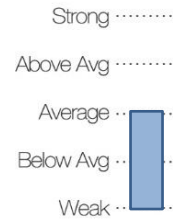
**10,816**  
Current Employment (2012)

**11,400**  
Expected Employment (12 Months)

**5.4%**  
Employer Expected Growth Rate (12 Months)

**7%**  
5 Year Growth Projection (2012-2017)

### Rating

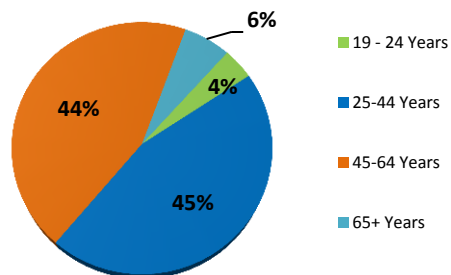


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

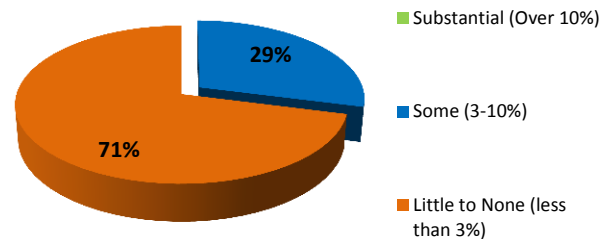
**143** Annual New Job Openings + **260** Annual Replacement Job Openings = **403** Annual Total Job Openings

## What else should I know?

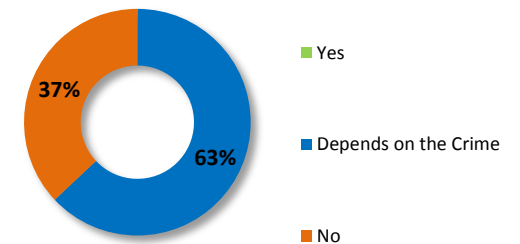
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Public Sector & Education
- Life Sciences, Biomedical and Research & Development

### More likely to consider previously incarcerated applicants

Over half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Sales Representatives for Technical and Scientific Products (41-4011)

Sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in areas such as biology, engineering, chemistry and electronics.

## Current Employment by Gender



**69%**   **31%**

Medium Skill Position  
Tier 2

**\$33.75**  
Median Wage

**4,638**  
Current Employment

**205**  
Average Annual Job Openings  
(New + Replacement)

**Average**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

## Career Advancement Potential

Strong career pathways in sales, management & technical positions

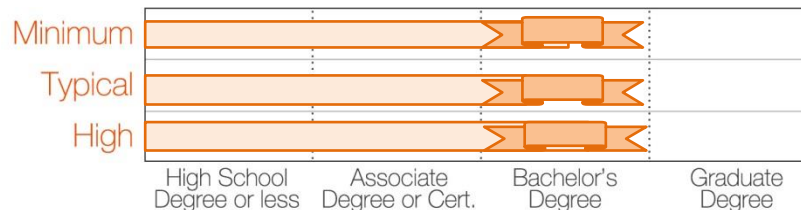
## Key Skills & Abilities for this Position

- Calibrate business or vending equipment
- Negotiate business, sales, rental, or lease contracts
- Manage promotional, sales, or marketing plans
- Advise internal and external clients, customers, and managers on technical matters, problems, procedures, and
- Analyze sales activities or trends
- Use oral or written communication techniques
- Conduct sales presentations
- Demonstrate goods or services to customers
- Develop sales or marketing strategy
- Maintain records, reports, files, listings, or logs

## Am I qualified for this occupation?



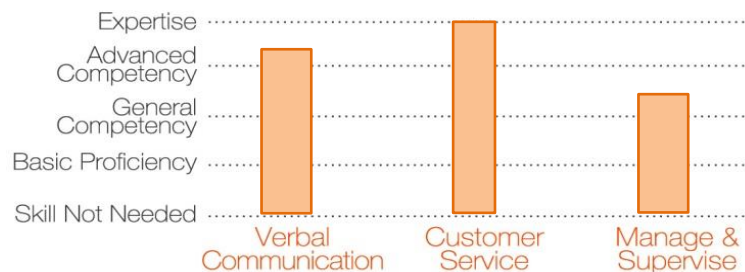
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**36%**  
Relevant Work Experience

**25%**  
Training Specific to the Position

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

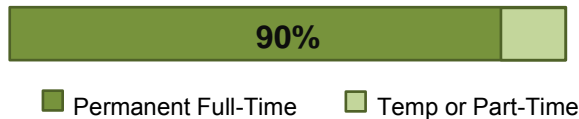
<b>\$18.70</b>	<b>\$33.75</b>	<b>\$72.22</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

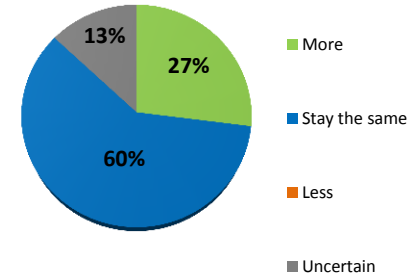
<b>97%</b>	<b>90%</b>	<b>87%</b>	<b>70%</b>	<b>97%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



**4,638**  
Current Employment (2012)

**4,735**  
Expected Employment (12 Months)

**2.1%**  
Employer Expected Growth Rate (12 Months)

**10%**  
5 Year Growth Projection (2012-2017)

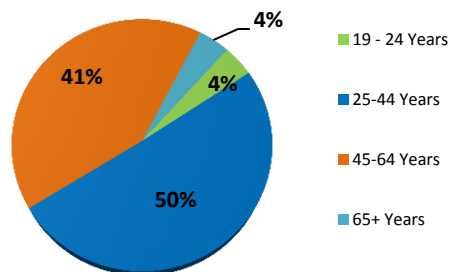


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

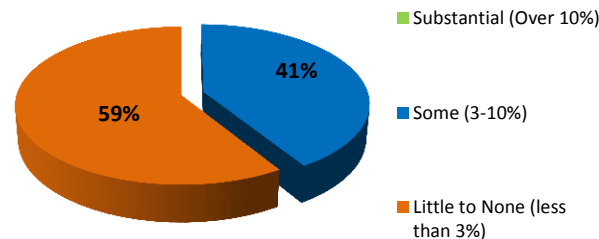
**93** Annual New Job Openings + **112** Annual Replacement Job Openings = **205** Annual Total Job Openings

## What else should I know?

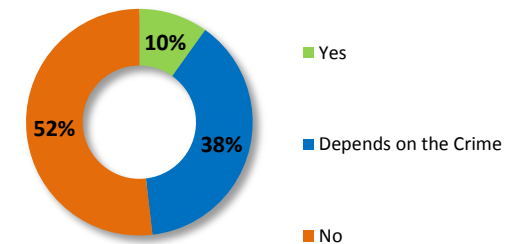
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Life Sciences, Biomedical and Research & Development
- Manufacturing, including Advanced Manufacturing

### Less likely to consider previously incarcerated applicants

Over half of employers would not consider hiring a formerly incarcerated applicant for this occupation.

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# Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files or providing information to callers.

## Current Employment by Gender



**14%**      **86%**

Medium Skill Position  
Tier 2

**\$17.62**  
Median Wage

**17,641**  
Current Employment

**423**  
Average Annual Job Openings  
(New + Replacement)

**Below Average**  
Employer Growth Expectations  
(12 Months)

**Below Average**  
Projected Industry Growth  
(5 Year)

## Career Advancement Potential

Some career pathways depending on employer and industry

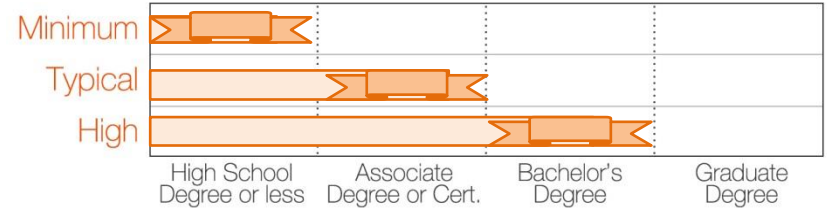
## Key Skills & Abilities for this Position

- Delegate appropriate administrative support activities
- Evaluate office operations
- Use oral or written communication techniques
- Maintain records, reports, files, listings, or logs
- Write business correspondence
- Prepare technical, managerial, financial, or informational reports
- Fill out business, government, or other forms
- Operate computers to enter, calculate, access, and retrieve data
- Take messages, meeting notes, shorthand and dictation
- Arrange teleconference calls

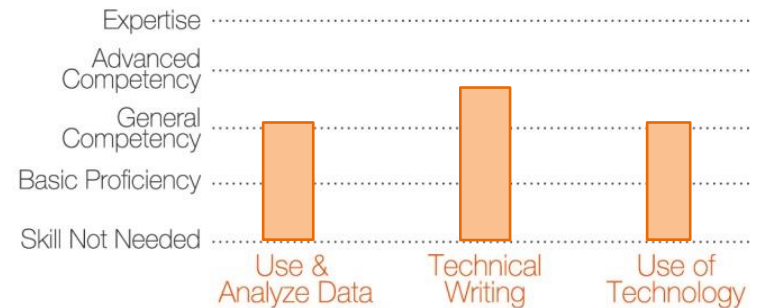
## Am I qualified for this occupation?



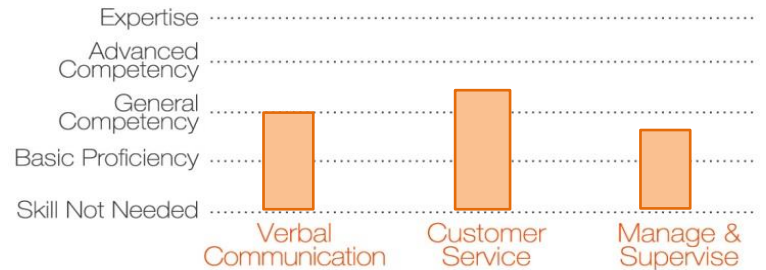
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**17%**  
Training Specific to  
the Position

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

<b>\$11.57</b>	<b>\$17.62</b>	<b>\$25.67</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

<b>96%</b>	<b>92%</b>	<b>73%</b>	<b>88%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

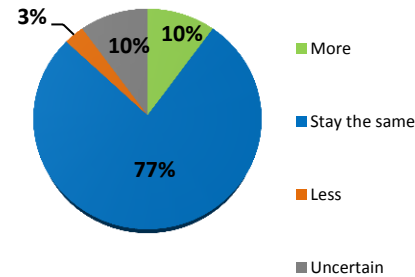
### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



■ Permanent Full-Time ■ Temp or Part-Time

## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



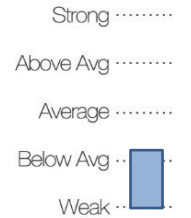
**17,641**  
Current Employment (2012)

**17,835**  
Expected Employment (12 Months)

**1.1%**  
Employer Expected Growth Rate (12 Months)

**5%**  
5 Year Growth Projection (2012-2017)

### Rating

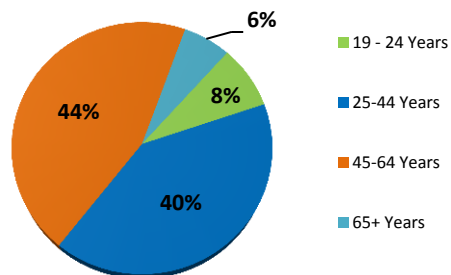


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

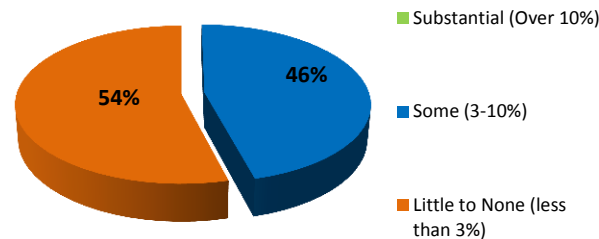
**182** Annual New Job Openings + **241** Annual Replacement Job Openings = **423** Annual Total Job Openings

## What else should I know?

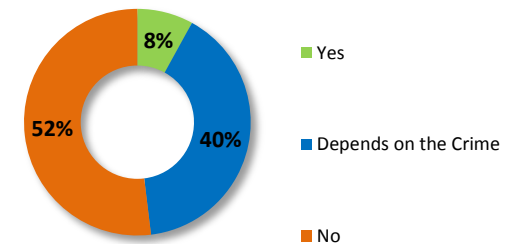
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Public Sector & Education
- Life Sciences, Biomedical and Research & Development

### Less likely to consider previously incarcerated applicants

Over half of employers would not consider hiring a formerly incarcerated applicant for this occupation.

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# Securities, Commodities, and Financial Services Sales Agents (41-3031)

Buy and sell securities or commodities in investment and trading firms, or provide financial services to businesses and individuals.

## Current Employment by Gender



**80%**   **20%**

Medium Skill Position  
Tier 2

**\$23.86**  
Median Wage

**14,417**  
Current Employment

**1082**  
Average Annual Job Openings  
(New + Replacement)

**Declining**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Strong career pathways in technical and management positions

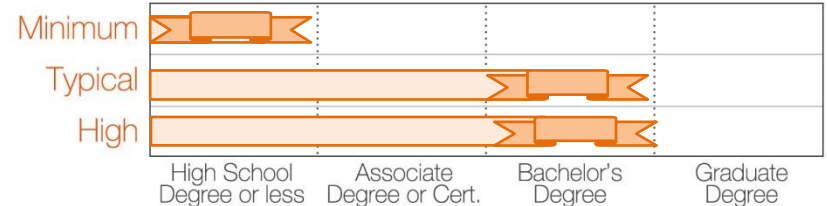
## Key Skills & Abilities for this Position

- Evaluate degree of financial risk
- Manage promotional, sales, or marketing plans
- Analyze social, health, or economic data
- Identify financial risks to company
- Analyze financial information to project future revenues or expenses
- Explain available financial assistance
- Analyze market conditions
- Access media advertising services
- Analyze sales activities or trends
- Follow contract, property, or insurance laws

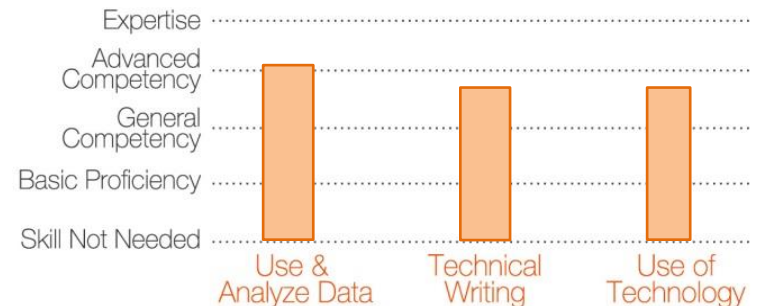
## Am I qualified for this occupation?



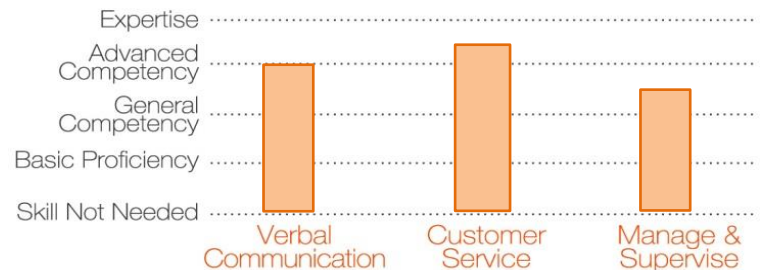
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS



## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

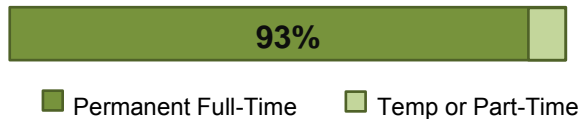
<b>\$17.04</b>	<b>\$23.86</b>	<b>\$37.09</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

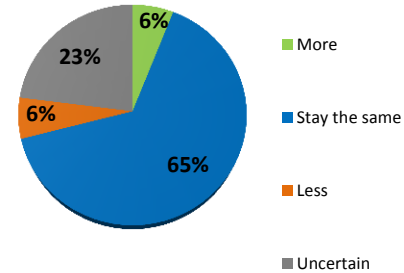
<b>96%</b>	<b>92%</b>	<b>73%</b>	<b>88%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



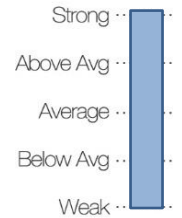
**14,417**  
Current Employment (2012)

**15,167**  
Expected Employment (12 Months)

**5.2%**  
Employer Expected Growth Rate (12 Months)

**23%**  
5 Year Growth Projection (2012-2017)

### Rating

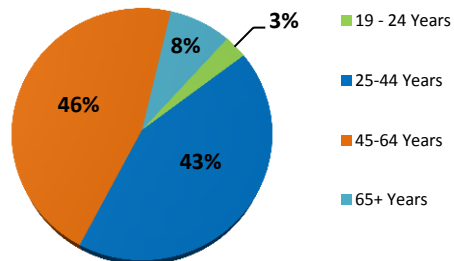


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

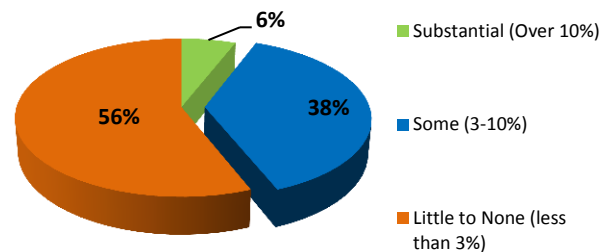
**671** Annual New Job Openings + **347** Annual Replacement Job Openings = **1018** Annual Total Job Openings

## What else should I know?

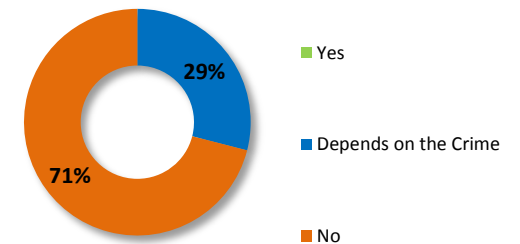
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Public Sector & Education
- Life Sciences, Biomedical and Research & Development

### Less likely to consider previously incarcerated applicants

Over half of employers would not consider hiring a formerly incarcerated applicant for this occupation.

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# Software Developers, Systems Software (15-1133)

Research, design, develop and test operating systems-level software and compilers. Set operational specifications and analyze software requirements.

## Current Employment by Gender



**80%**   **20%**

## High Skill Position Tier 1

**\$47.33**  
Median Wage

**6,211**  
Current Employment

**217**  
Average Annual Job Openings  
(New + Replacement)

**Strong**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Strong career pathways in technical and management positions

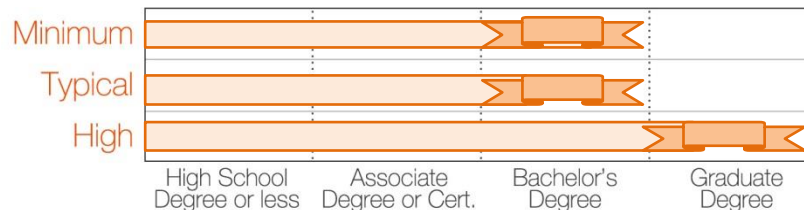
## Key Skills & Abilities for this Position

- Perform software crash analysis
- Network computers for data, communications, and work sharing
- Store data to avoid data loss or ensure data security
- Analyze computer systems using analysis techniques
- Communicate technical or scientific information
- Design computer hardware or software interface
- Design computer programs or programming tools
- Design data security systems
- Design hardware or software systems
- Write documentation for computer programming or operation

## Am I qualified for this occupation?



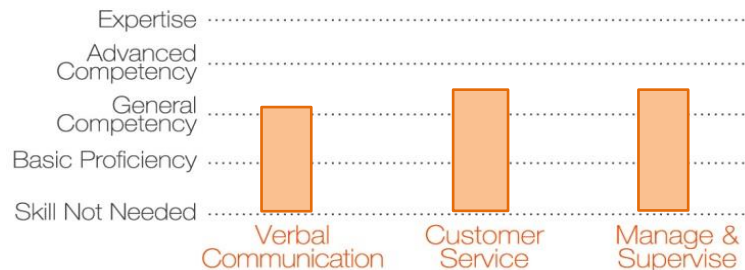
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS



## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

<b>\$33.25</b>	<b>\$47.33</b>	<b>\$67.40</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

<b>96%</b>	<b>92%</b>	<b>73%</b>	<b>88%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

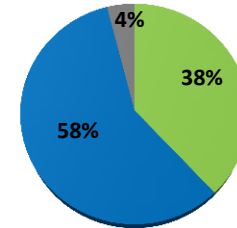
### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



■ Permanent Full-Time
 ■ Temp or Part-Time

## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



■ More  
■ Stay the same  
■ Less  
■ Uncertain

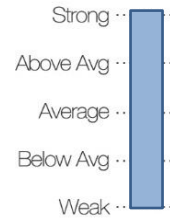
**6,211**  
Current Employment (2012)

**6,534**  
Expected Employment (12 Months)

**5.2%**  
Employer Expected Growth Rate (12 Months)

**12%**  
5 Year Growth Projection (2012-2017)

### Rating

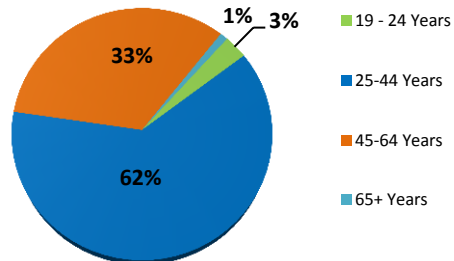


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

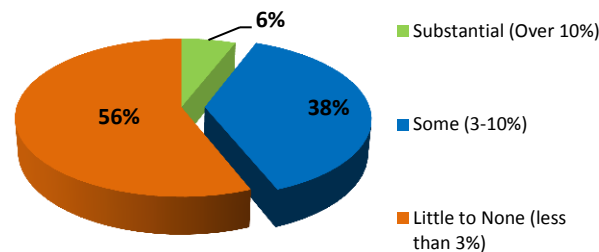
**150** Annual New Job Openings + **67** Annual Replacement Job Openings = **217** Annual Total Job Openings

## What else should I know?

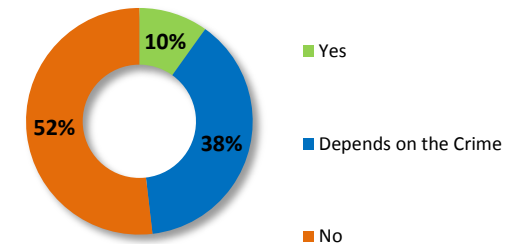
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Public Sector & Education

### Less likely to consider previously incarcerated applicants

Over half of employers would not consider hiring a formerly incarcerated applicant for this occupation.

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# Software Developers, Applications (15-1132)

Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions.

## Current Employment by Gender



**79%**   **21%**

## High Skill Position Tier 1

**\$44.45**  
Median Wage

**8,945**  
Current Employment

**244**  
Average Annual Job Openings  
(New + Replacement)

**Above Average**  
Employer Growth Expectations  
(12 Months)

**Above Average**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Strong career pathways in technical and management positions

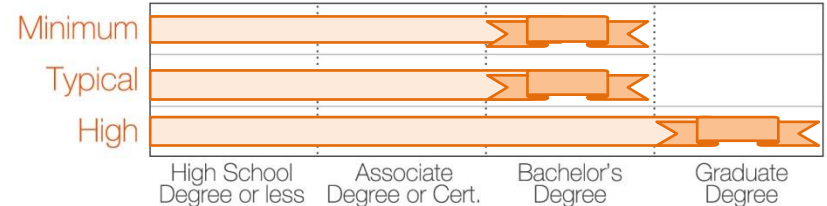
## Key Skills & Abilities for this Position

- Perform software crash analysis
- Program computer numerical controlled machines
- Network computers for data, communications, and work sharing
- Store data to avoid data loss or ensure data security
- Analyze computer systems using analysis techniques
- Communicate technical or scientific information
- Design computer hardware or software interface
- Design computer programs or programming tools
- Design data security systems
- Design hardware or software systems

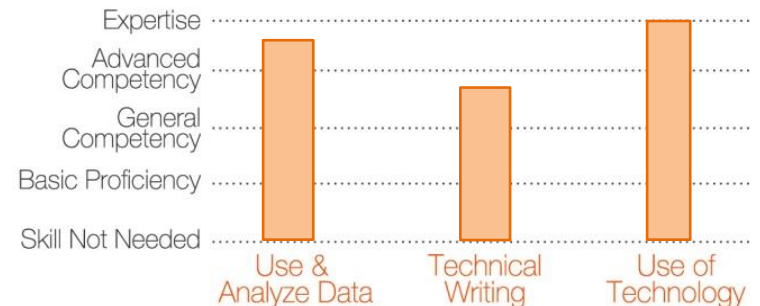
## Am I qualified for this occupation?



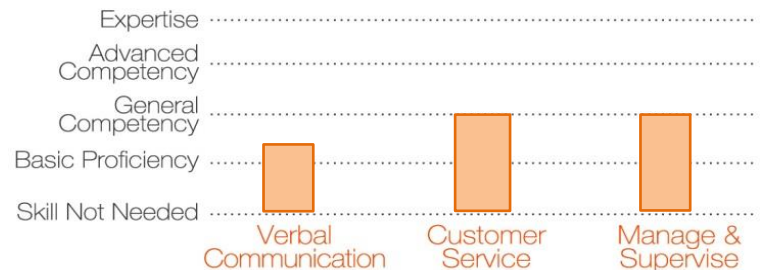
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**30%**  
Relevant Work  
Experience

**30%**  
Training Specific to  
the Position

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

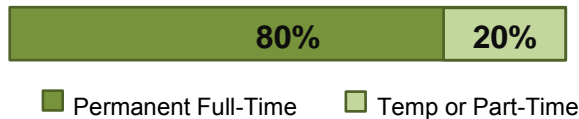
<b>\$28.24</b>	<b>\$44.45</b>	<b>\$65.90</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

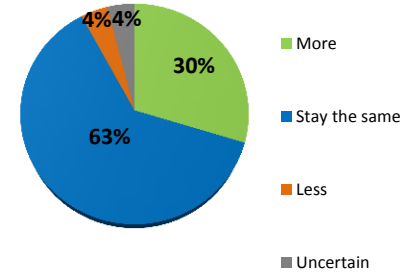
<b>93%</b>	<b>82%</b>	<b>93%</b>	<b>82%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



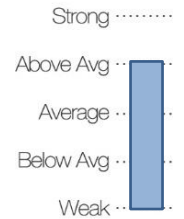
**8,945**  
Current Employment (2012)

**9,169**  
Expected Employment (12 Months)

**2.5%**  
Employer Expected Growth Rate (12 Months)

**8%**  
5 Year Growth Projection (2012-2017)

### Rating

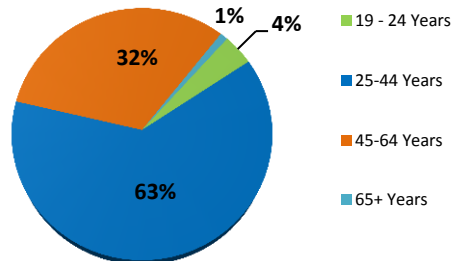


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

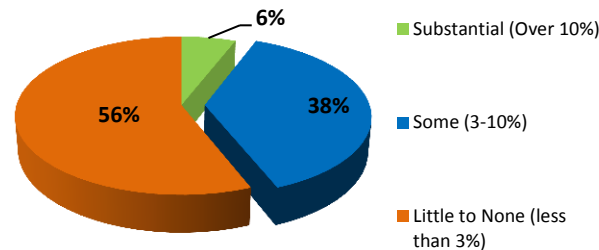
**148** + **96** = **244**  
Annual New Job Openings      Annual Replacement Job Openings      Annual Total Job Openings

## What else should I know?

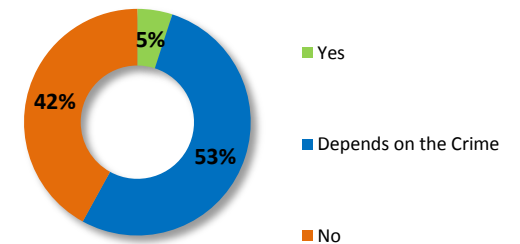
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Manufacturing, including Advanced Manufacturing
- Information & Communications Technologies
- Life Sciences, Biomedical and Research & Development

### More likely to consider previously incarcerated applicants

Over half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Supervisors of Food Preparation and Serving Workers (35-1012)

Directly supervise and coordinate activities of workers engaged in preparing and serving food.

## Current Employment by Gender



47% 53%

Low Skill Position  
Tier 3

\$13.66  
Median Wage

9,291  
Current Employment

413  
Average Annual Job Openings  
(New + Replacement)

Strong  
Employer Growth Expectations  
(12 Months)

Strong  
Projected Industry Growth  
(5 Year)

## Career Advancement Potential

Some career pathways in management positions

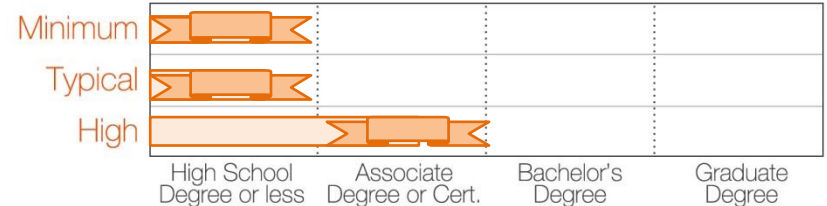
## Key Skills & Abilities for this Position

- Modify work procedures or processes to meet deadlines
- Determine nutritional value of menus and recipes
- Conduct nutritional or food programs
- Manage operational finances
- Develop nutritional or food programs
- Establish employee performance standards
- Analyze organizational operating practices or procedures
- Consult with staff or users to identify operating procedure problems
- Discharge workers to meet employment needs
- Train others in work-related knowledge, skills, procedures, and techniques

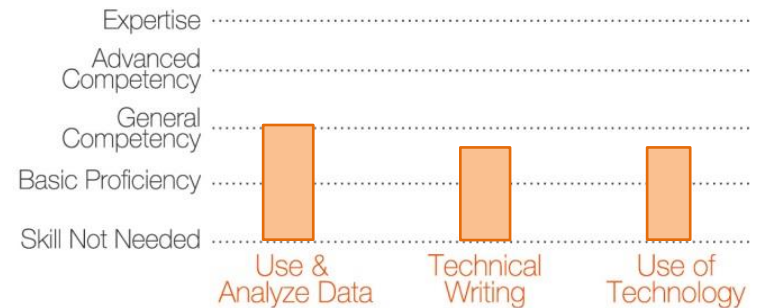
## Am I qualified for this occupation?



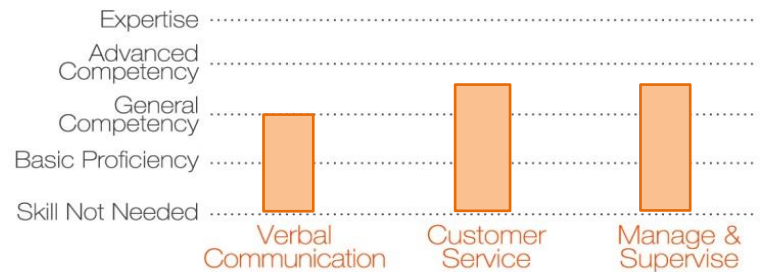
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS



## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

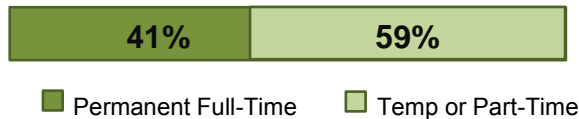
<b>\$10.06</b>	<b>\$13.66</b>	<b>\$22.20</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

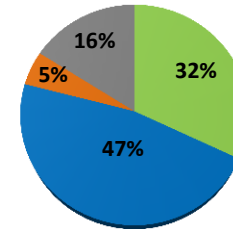
<b>96%</b>	<b>92%</b>	<b>73%</b>	<b>88%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



- More
- Stay the same
- Less
- Uncertain

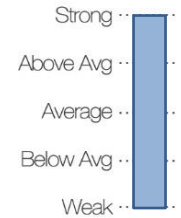
**9,291**  
Current  
Employment (2012)

**10,127**  
Expected  
Employment  
(12 Months)

**9%**  
Employer Expected  
Growth Rate  
(12 Months)

**11%**  
5 Year Growth  
Projection  
(2012-2017)

### Rating

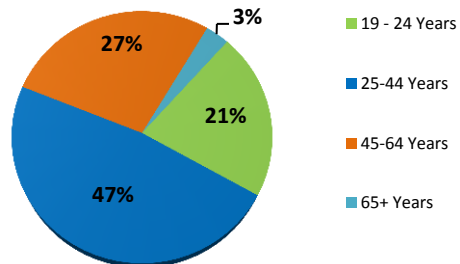


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

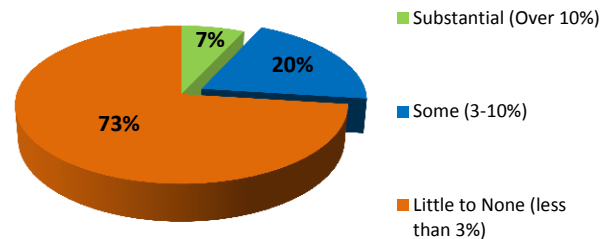
**210** Annual New Job Openings + **203** Annual Replacement Job Openings = **413** Annual Total Job Openings

## What else should I know?

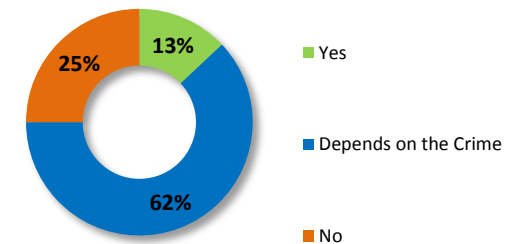
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Public Sector & Education
- Life Sciences, Biomedical and Research & Development

### More likely to consider previously incarcerated applicants

Over half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Supervisors of Non-Retail Sales Workers (41-1012)

Directly supervise and coordinate activities of sales workers other than retail sales workers.

## Current Employment by Gender



**75%** **25%**

Medium Skill Position  
Tier 2

**\$19.96**  
Median Wage

**8,759**  
Current Employment

**277**  
Average Annual Job Openings  
(New + Replacement)

**Below Average**  
Employer Growth Expectations  
(12 Months)

**Weak**  
Projected Industry Growth  
(5 Year)

## Career Advancement Potential

Some career pathways in management depending on employer

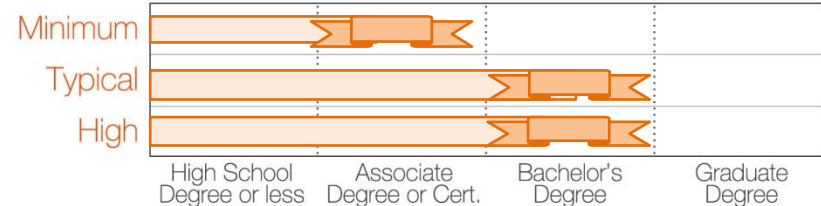
## Key Skills & Abilities for this Position

- Develop operational budgets
- Develop policies, protocols, procedures, methods, or standards
- Establish employee performance standards
- Advise department managers in personnel matters
- Discharge workers to meet employment needs
- Train others in work-related knowledge, skills, procedures, and techniques
- Manage promotional, sales, or marketing plans
- Implement employee benefit plans
- Manage operational finances
- Negotiate business, sales, rental, or lease contracts

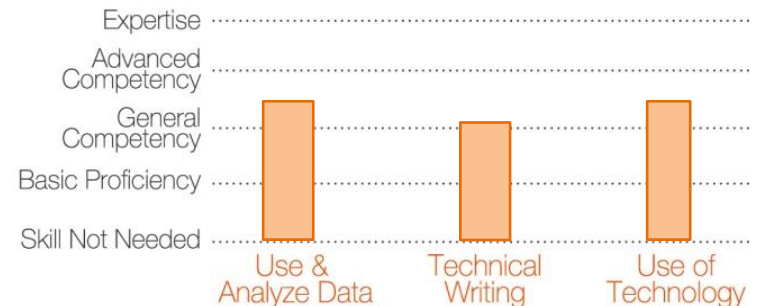
## Am I qualified for this occupation?



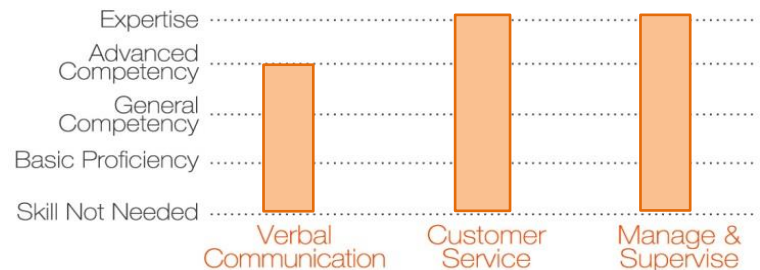
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**31%**  
Relevant Work  
Experience

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

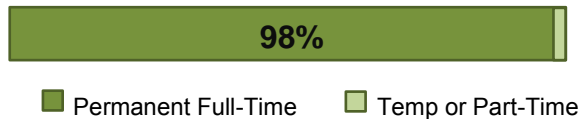
<b>\$14.75</b>	<b>\$19.96</b>	<b>\$27.86</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

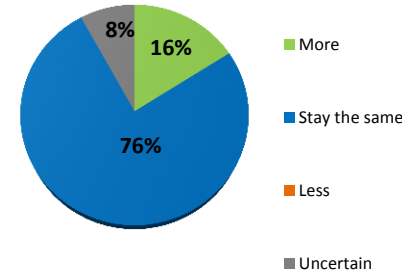
<b>80%</b>	<b>68%</b>	<b>72%</b>	<b>72%</b>	<b>84%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



**8,759**  
Current Employment (2012)

**8,838**  
Expected Employment (12 Months)

**0.9%**  
Employer Expected Growth Rate (12 Months)

**3%**  
5 Year Growth Projection (2012-2017)

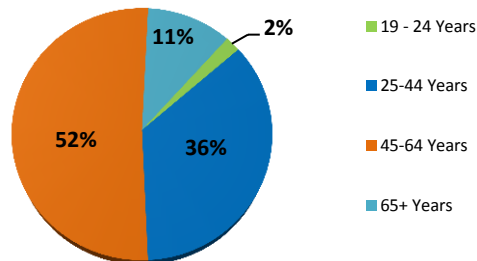
**Rating**  
Strong .....  
Above Avg .....  
Average .....  
Below Avg .....  
Weak .....

### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

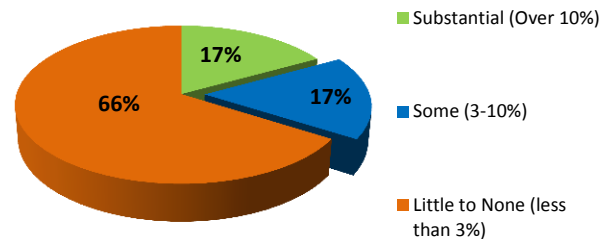
**54** Annual New Job Openings + **223** Annual Replacement Job Openings = **277** Annual Total Job Openings

## What else should I know?

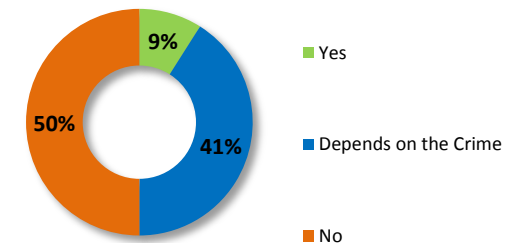
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Finance, Insurance & Real Estate
- Manufacturing, including Advanced Manufacturing

### Average willingness to consider previously incarcerated applicants

About half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Supervisors of Office and Administrative Support Workers (43-1011)

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

## Current Employment by Gender



**56%**      **44%**

Medium Skill Position  
Tier 2

**\$15.55**  
Median Wage

**20,130**  
Current Employment

**541**  
Average Annual Job Openings  
(New + Replacement)

**Strong**  
Employer Growth Expectations  
(12 Months)

**Weak**  
Projected Industry Growth  
(5 Year)

**Career Advancement Potential**  
Some career pathways in sales and management positions

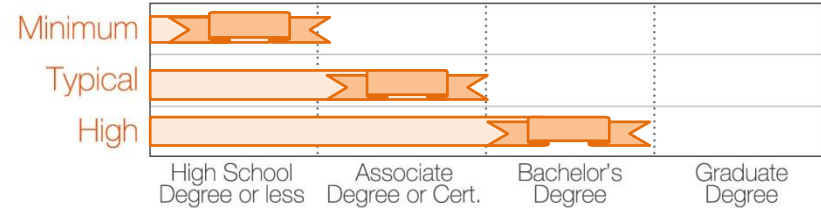
## Key Skills & Abilities for this Position

- Develop operational budgets
- Develop policies, protocols, procedures, methods, or standards
- Establish employee performance standards
- Advise department managers in personnel matters
- Discharge workers to meet employment needs
- Train others in work-related knowledge, skills, procedures, and techniques
- Manage promotional, sales, or marketing plans
- Develop staff policies
- Evaluate office operations
- Develop purchasing policies or procedures

## Am I qualified for this occupation?



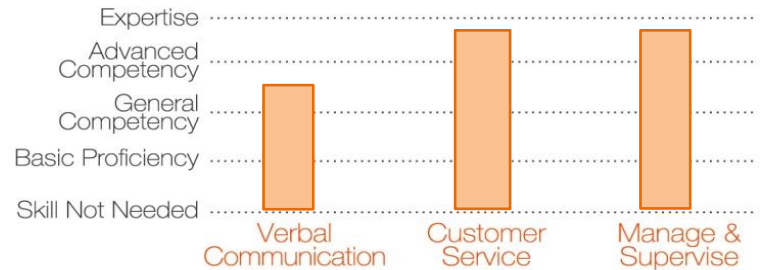
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**25%**  
Relevant Work  
Experience

**25%**  
Training Specific to  
the Position

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

<b>\$11.27</b>	<b>\$15.55</b>	<b>\$23.95</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

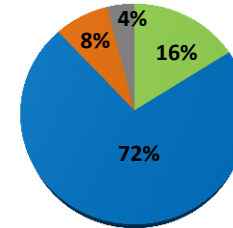
<b>96%</b>	<b>92%</b>	<b>73%</b>	<b>88%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



- More
- Stay the same
- Less
- Uncertain

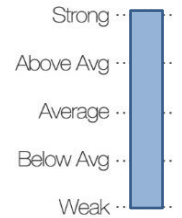
**20,130**  
Current Employment (2012)

**21,338**  
Expected Employment (12 Months)

**6%**  
Employer Expected Growth Rate (12 Months)

**2%**  
5 Year Growth Projection (2012-2017)

### Rating

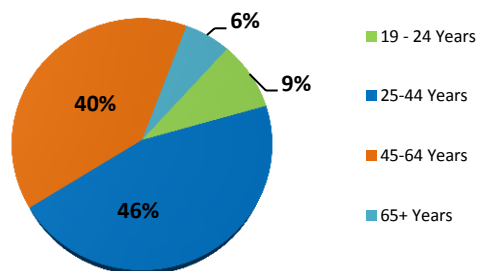


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

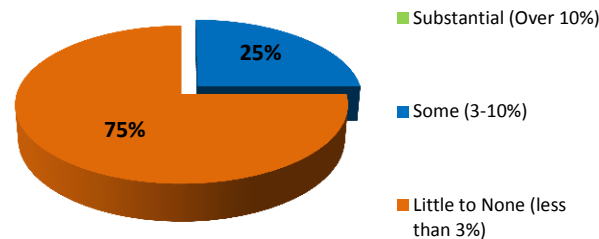
**70** Annual New Job Openings + **471** Annual Replacement Job Openings = **541** Annual Total Job Openings

## What else should I know?

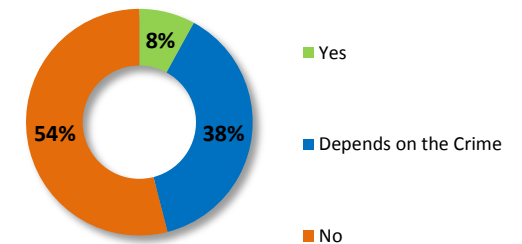
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Public Sector & Education
- Life Sciences, Biomedical and Research Development

### Less likely to consider previously incarcerated applicants

Over half of employers would not consider hiring a formerly incarcerated applicant for this occupation.

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# Supervisors of Retail Sales Workers (41-1011)

Directly supervise and coordinate activities or retail sales workers in an establishment or department.

## Current Employment by Gender



**36%**      **64%**

Medium Skill Position  
Tier 2

**\$24.86**  
Median Wage

**15,041**  
Current Employment

**614**  
Average Annual Job Openings  
(New + Replacement)

**Below Average**  
Employer Growth Expectations  
(12 Months)

**Average**  
Projected Industry Growth  
(5 Year)

## Career Advancement Potential

Some career pathways in management positions depending on employer

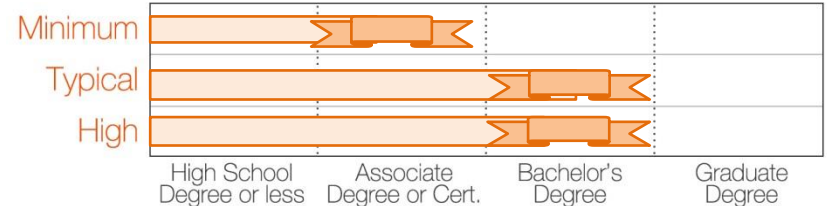
## Key Skills & Abilities for this Position

- Operate computers to enter, calculate, access, and retrieve data
- Maintain records, reports, files, listings, or logs
- Fill out business, government, or other forms
- Maintain customer and account records
- Prepare technical, managerial, financial, or informational reports
- Take messages, meeting notes, shorthand and dictation
- Process payroll documents, records, or checks
- Maintain inventory of supplies and office forms
- Answer questions from employees, colleagues, customers, or public
- Perform clerical duties including typing, accepting orders, or sorting mail

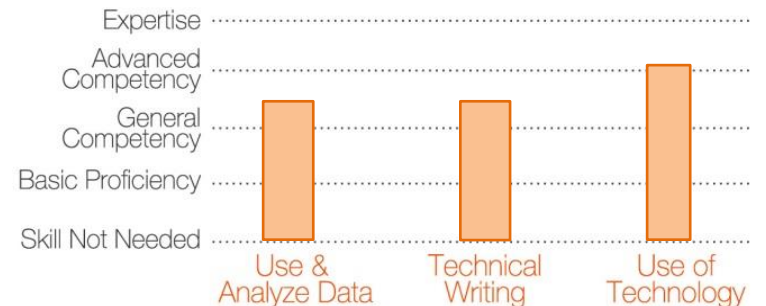
## Am I qualified for this occupation?



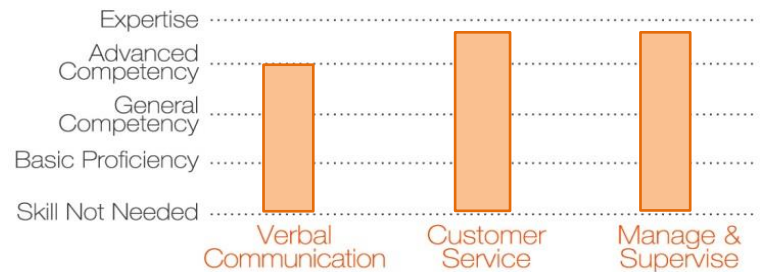
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**25%**  
Training Specific to  
the Position

**21%**  
Relevant Work  
Experience

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

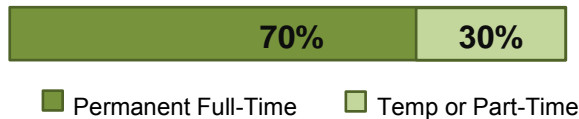
<b>\$16.97</b>	<b>\$24.86</b>	<b>\$39.06</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

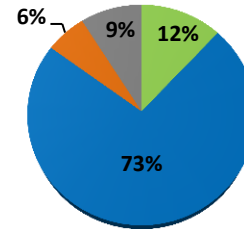
<b>96%</b>	<b>92%</b>	<b>73%</b>	<b>88%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



- More
- Stay the same
- Less
- Uncertain

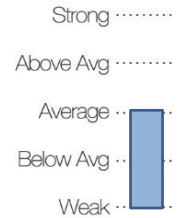
**15,041**  
Current Employment (2012)

**15,071**  
Expected Employment (12 Months)

**0.2%**  
Employer Expected Growth Rate (12 Months)

**7%**  
5 Year Growth Projection (2012-2017)

### Rating

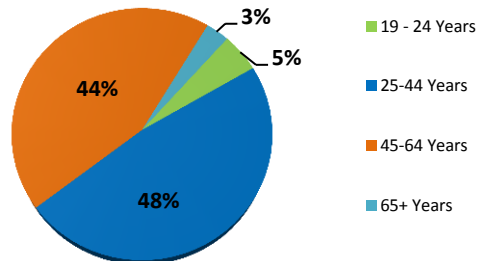


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

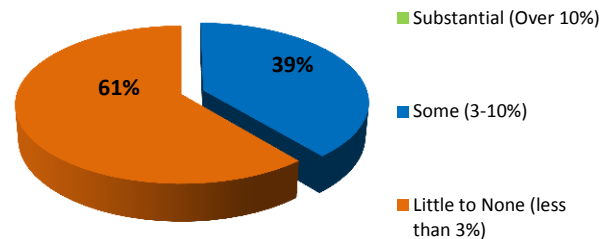
**203** Annual New Job Openings + **411** Annual Replacement Job Openings = **614** Annual Total Job Openings

## What else should I know?

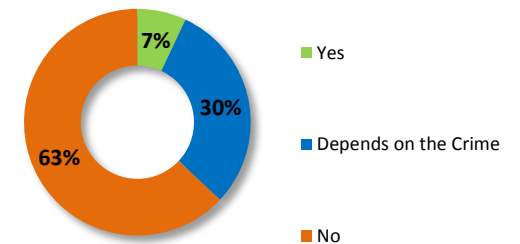
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Public Sector & Education
- Life Sciences, Biomedical and Research Development

### Less likely to consider previously incarcerated applicants

Over half of employers would not consider hiring a formerly incarcerated applicant for this occupation.

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# Teacher Assistants (25-9041)

Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position to support or assist the teachers' instructional responsibilities.

## Current Employment by Gender



**26%**   **74%**

**Low Skill Position**  
Tier 3

**\$13.40**  
Median Wage

**9,752**  
Current Employment

**302**  
Average Annual Job Openings  
(New + Replacement)

**Strong**  
Employer Growth Expectations  
(12 Months)

**Below Average**  
Projected Industry Growth  
(5 Year)

## Career Advancement Potential

Limited career pathways which typically require additional education

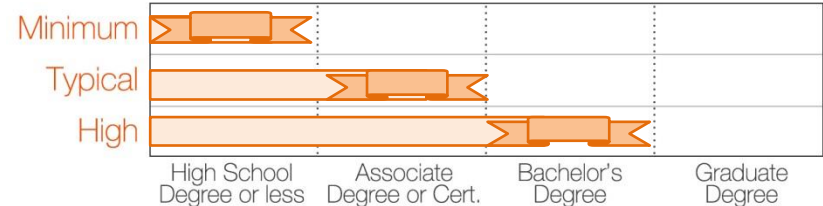
## Key Skills & Abilities for this Position

- Assess students for needs, skills, or educational potential
- Monitor student classroom activities
- Manage behavior, decorum, and situations in classrooms, groups, or meetings
- Communicate individual or group progress
- Translate written or spoken language
- Establish/Maintain relationships with students
- Use oral or written communication techniques
- Develop instructional materials
- Develop teaching aids
- Prepare audio-visual teaching aids

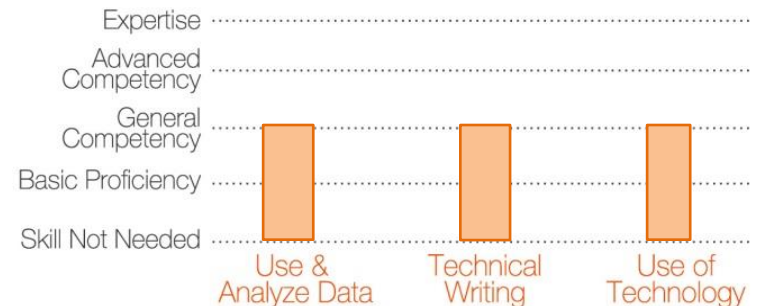
## Am I qualified for this occupation?



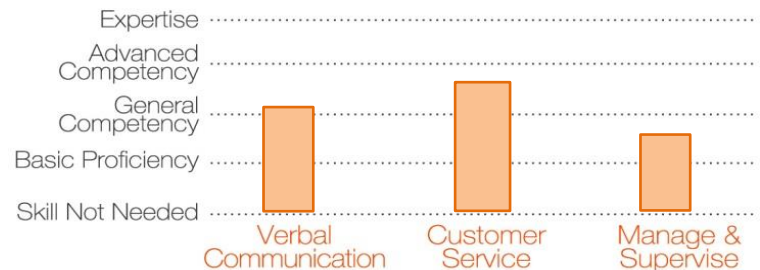
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS



## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

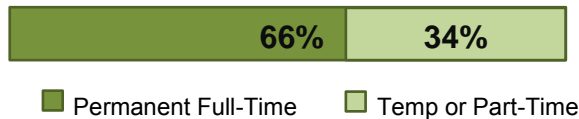
<b>\$9.62</b>	<b>\$13.40</b>	<b>\$18.18</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

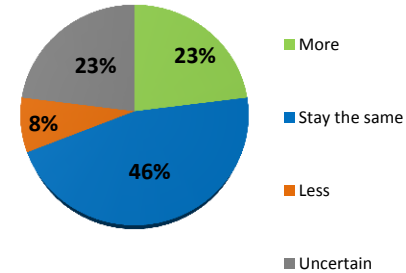
<b>96%</b>	<b>92%</b>	<b>73%</b>	<b>88%</b>	<b>96%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS

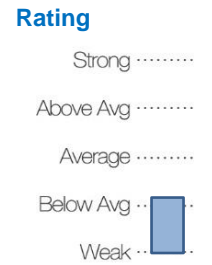


**9,752**  
Current  
Employment (2012)

**10,298**  
Expected  
Employment  
(12 Months)

**5.6%**  
Employer Expected  
Growth Rate  
(12 Months)

**4%**  
5 Year Growth  
Projection  
(2012-2017)

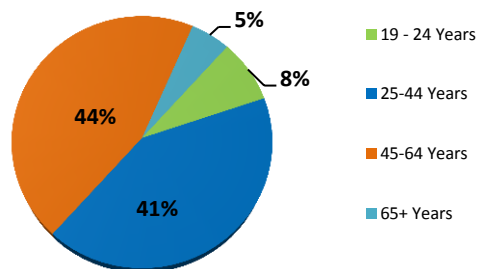


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

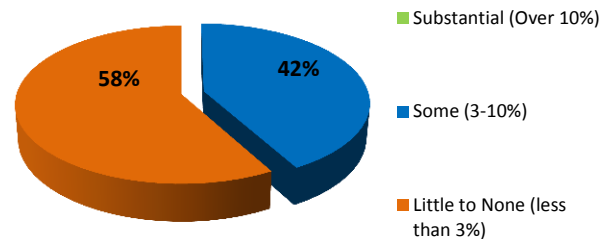
**82** + **220** = **302**  
Annual New Job Openings      Annual Replacement Job Openings      Annual Total Job Openings

## What else should I know?

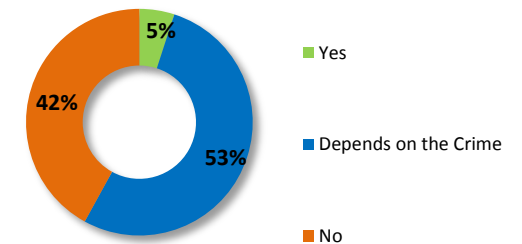
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies
- Public Sector & Education
- Life Sciences, Biomedical and Research Development

### More likely to consider previously incarcerated applicants

Over half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Telecom Equipment Installers and Repairers, except Line Installers (49-2022)

Install, set-up, rearrange, or remove switching, routing, and dialing equipment used in central offices or headends. May install communications equipment or communications wiring in buildings.

## Current Employment by Gender



**89%**   **11%**

Medium Skill Position  
Tier 2

**\$25.45**  
Median Wage

**2,818**  
Current Employment

**217**  
Average Annual Job Openings  
(New + Replacement)

**Below Average**  
Employer Growth Expectations  
(12 Months)

**Below Average**  
Projected Industry Growth  
(5 Year)

## Career Advancement Potential

Some career pathways in technical and management positions

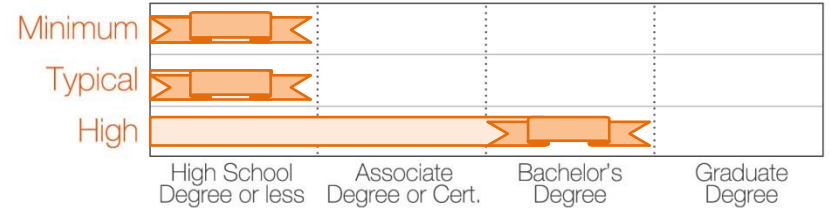
## Key Skills & Abilities for this Position

- Design transmission equipment
- Examine telephone transmission facilities to determine equipment requirements
- Connect electrical equipment to power circuit
- Read detailed electronic design specifications
- Understand technical information for electronic repair work
- Read blueprints, diagrams, schematics, specifications, or technical drawings
- Review technical, operating, service, or repair manuals or publications
- Replace electronic components
- Solder electrical or electronic connections or components
- Use measuring devices to determine dimensions or characteristics

## Am I qualified for this occupation?



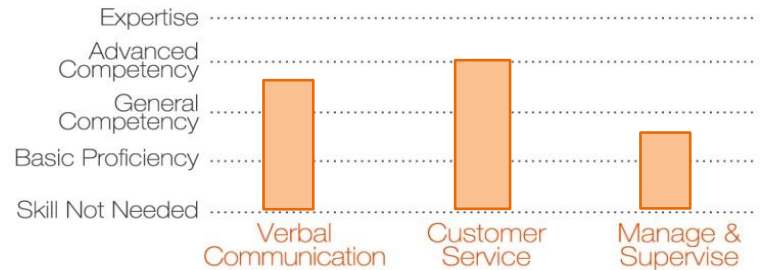
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**23%**  
Relevant Work  
Experience

**23%**  
Training Specific to  
the Position

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

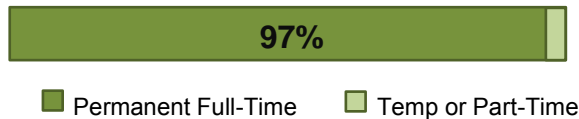
<b>\$15.64</b>	<b>\$25.45</b>	<b>\$34.74</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

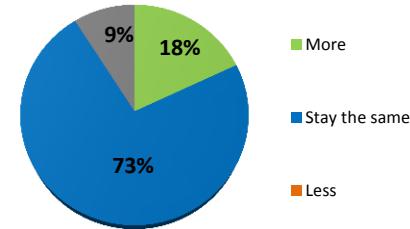
<b>73%</b>	<b>64%</b>	<b>73%</b>	<b>55%</b>	<b>82%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS

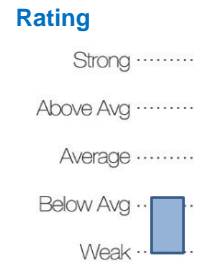


**2,818**  
Current Employment (2012)

**2,826**  
Expected Employment (12 Months)

**0.3%**  
Employer Expected Growth Rate (12 Months)

**5%**  
5 Year Growth Projection (2012-2017)

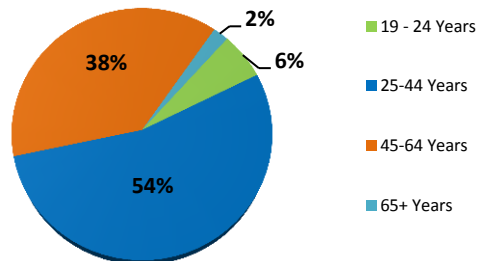


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

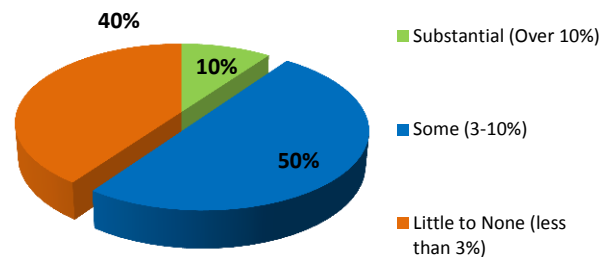
**26** Annual New Job Openings + **50** Annual Replacement Job Openings = **76** Annual Total Job Openings

## What else should I know?

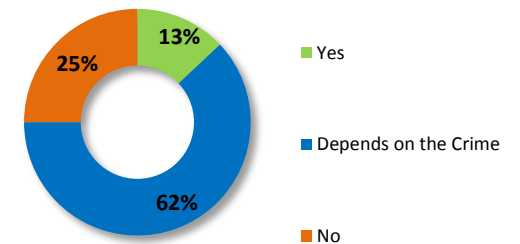
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Information & Communications Technologies

### More likely to consider previously incarcerated applicants

Over half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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# Telecommunications Line Installers and Repairers (49-9052)\*

Install and repair telecommunications cable, including fiber optics.

## Current Employment by Gender



**95%** **5%**

Medium Skill Position  
Tier 2

**\$22.75**  
Median Wage

**2,088**  
Current Employment

**85**  
Average Annual Job Openings  
(New + Replacement)

**Below Average**  
Employer Growth Expectations  
(12 Months)

**Strong**  
Projected Industry Growth  
(5 Year)

## Career Advancement Potential

Limited career pathways depending on the employer

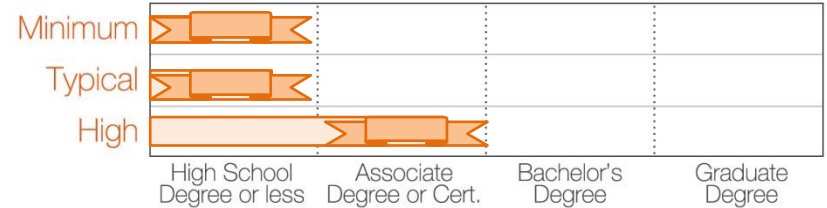
## Key Skills & Abilities for this Position

- Read blueprints, diagrams, schematics, specifications, or technical drawings
- Maintain work tools or equipment
- Repair work tools or equipment
- Repair electrical wiring, circuits, fixtures, or equipment
- Replace electrical wiring, circuits, fixtures, or equipment
- Trace electrical wiring
- Obtain customer signature and approval on work orders and jobs
- Solder metal parts, piping, or components together
- Test electrical/electronic wiring, equipment, systems, components or fixtures
- Use measuring devices to determine dimensions or characteristics

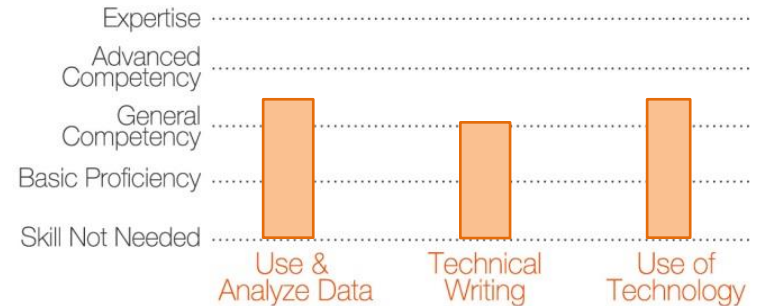
## Am I qualified for this occupation?



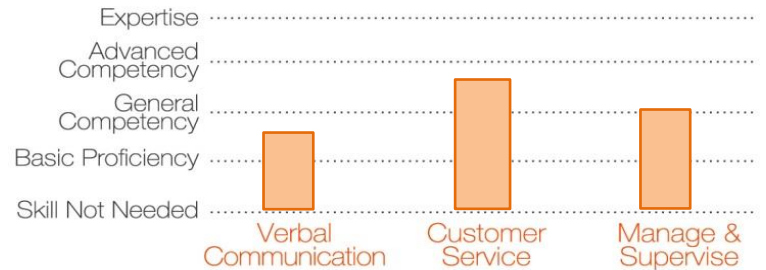
### EDUCATIONAL EXPECTATIONS



### TECHNICAL SKILL REQUIREMENTS



### NON-TECHNICAL SKILL REQUIREMENTS



### DEFICIENCIES WITH APPLICANTS

**27%**  
Interpersonal &  
Social Skills

## What kind of pay & benefits can I expect?



### HOURLY PAY RANGE

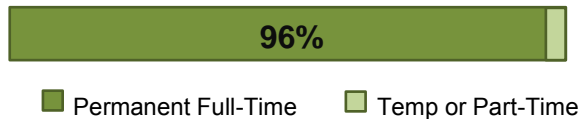
<b>\$14.12</b>	<b>\$22.75</b>	<b>\$33.61</b>
Entry-Level	Median	Experienced



### BENEFITS OFFERED BY EMPLOYERS

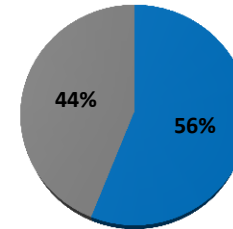
<b>67%</b>	<b>67%</b>	<b>67%</b>	<b>67%</b>	<b>78%</b>
Medical Insurance	Dental Insurance	Paid Sick Leave	Retirement Plan	Paid Vacation

### HOW OFTEN IS THIS POSITION PERMANENT FULL-TIME?



## Is this occupation growing?

### 12-MONTH EMPLOYER GROWTH EXPECTATIONS



- More
- Stay the same
- Less
- Uncertain

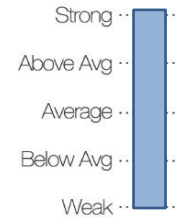
**2,088**  
Current Employment (2012)

**2,088**  
Expected Employment (12 Months)

**0%**  
Employer Expected Growth Rate (12 Months)

**11%**  
5 Year Growth Projection (2012-2017)

### Rating

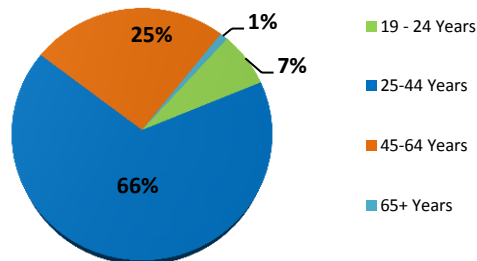


### AVERAGE ANNUAL JOB OPENINGS 2012 to 2017

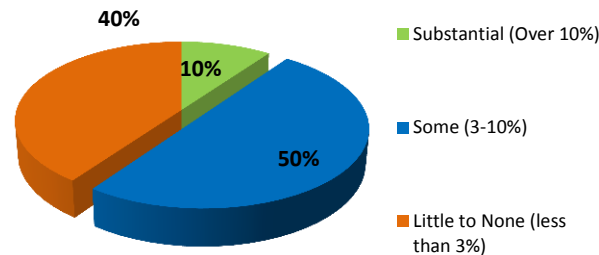
**46** Annual New Job Openings + **39** Annual Replacement Job Openings = **85** Annual Total Job Openings

## What else should I know?

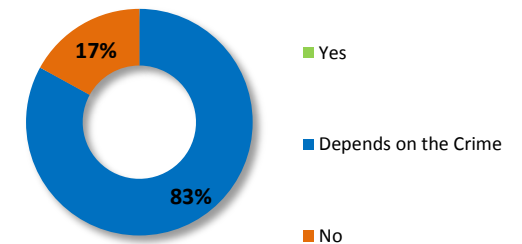
### CURRENT EMPLOYMENT BY AGE



### EMPLOYERS EXPECTING EMPLOYEES TO RETIRE FROM THIS POSITION OVER THE NEXT 2-3 YEARS



### EMPLOYERS THAT WOULD CONSIDER HIRING PREVIOUSLY INCARCERATED



### WHAT INDUSTRIES ARE HIRING THIS POSITION?

- Construction, Building & Design
- Information & Communications Technologies

### More likely to consider previously incarcerated applicants

Over half of employers would consider hiring a formerly incarcerated applicant for this occupation.

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