

# Job Posting Analytics

Lightcast Q3 2024 Data Set

August 2024

Pennsylvania

# Parameters

Select Timeframe: Last 90 Days

Occupations:

798 items selected. See Appendix A for details.

Regions:

Code	Description	Code	Description
42001	Adams County, PA	42067	Juniata County, PA
42041	Cumberland County, PA	42075	Lebanon County, PA
42043	Dauphin County, PA	42099	Perry County, PA
42055	Franklin County, PA	42133	York County, PA

Minimum Experience Required: Any

Advertised Salary: Include all postings regardless

Education Level: Any

Job Type: Include Internships

Company Type:

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Non-Staffing Companies

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Keyword Search:

Posting Type: Newly Posted

# Job Postings Overview

24,145

Unique Postings  
50,858 Total Postings

2,875

Employers Competing  
3,119 Total Employers

18 Days

Median Posting Duration  
Regional Average: 18 Days

2 : 1

Posting Intensity



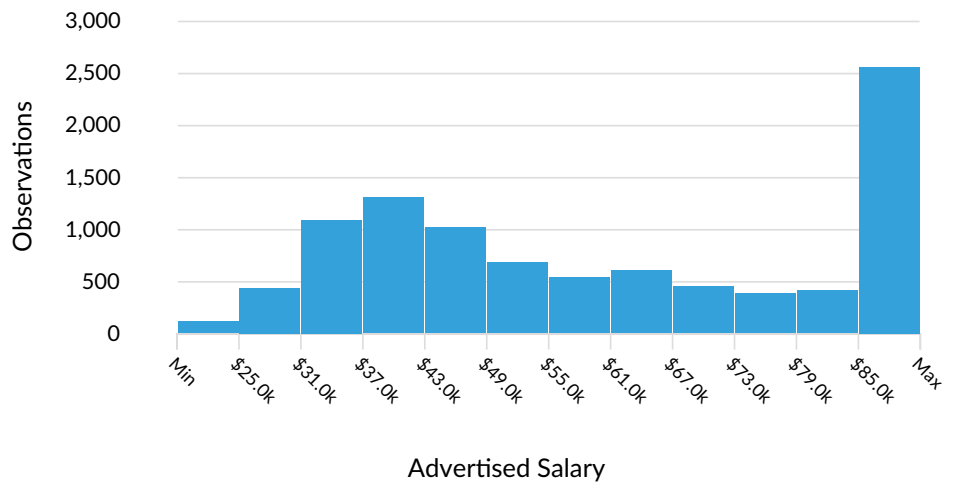
Regional Average: 2 : 1

## Advertised Salary

There are 9,543 advertised salary observations (40% of the 24,145 matching postings).

\$56.2K

Median Advertised Salary



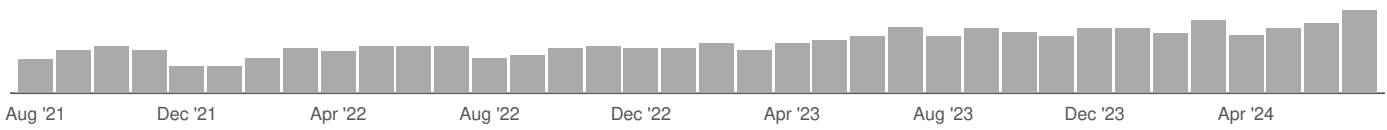
# Advertised Wage Trend

▲ 28.4% Aug 2021 - Jul 2024

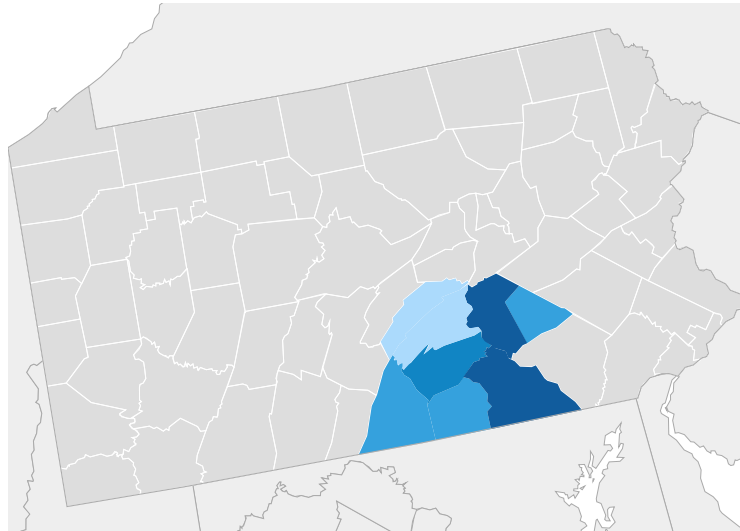
\$50.1k Median



79,903 Job Postings

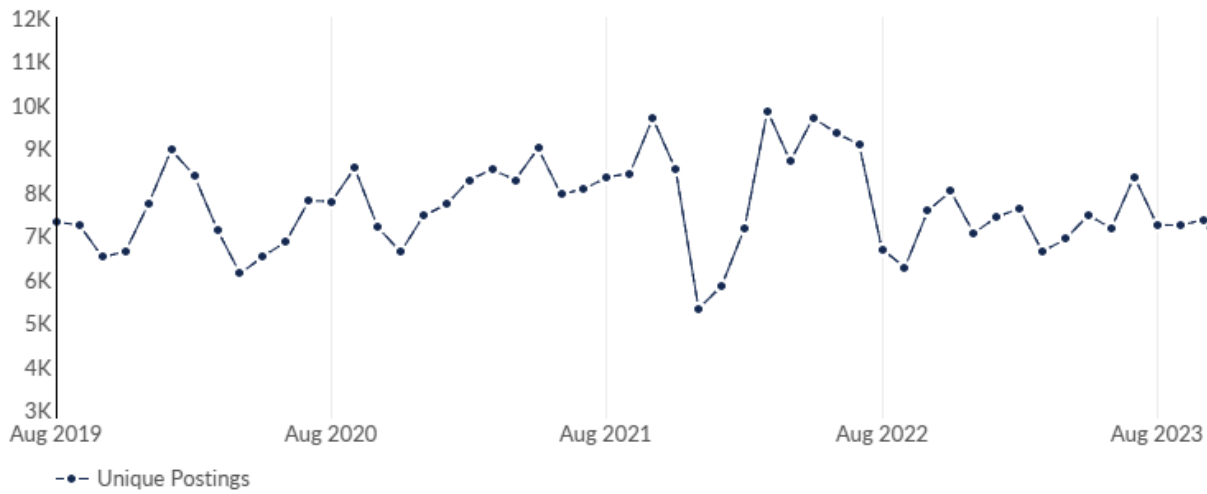


## Job Postings Regional Breakdown



County	Unique Postings (May 16, 2024 - Aug 13, 2024)
Dauphin County, PA	7,564
York County, PA	6,956
Cumberland County, PA	4,158
Lebanon County, PA	2,000
Franklin County, PA	1,785

# Unique Postings Trend



Month	Unique Postings	Posting Intensity
Jul 2024	8,642	2 : 1
Jun 2024	8,341	3 : 1
May 2024	7,191	2 : 1
Apr 2024	7,005	2 : 1
Mar 2024	7,900	2 : 1
Feb 2024	6,626	2 : 1
Jan 2024	7,946	2 : 1
Dec 2023	7,479	2 : 1
Nov 2023	6,521	2 : 1
Oct 2023	7,350	2 : 1
Sep 2023	7,236	2 : 1
Aug 2023	7,239	2 : 1
Jul 2023	8,350	2 : 1
Jun 2023	7,161	2 : 1
May 2023	7,467	2 : 1
Apr 2023	6,914	2 : 1
Mar 2023	6,629	2 : 1
Feb 2023	7,617	2 : 1
Jan 2023	7,421	2 : 1
Dec 2022	7,050	4 : 1

Nov 2022	8,011	2 : 1
Oct 2022	7,568	3 : 1
Sep 2022	6,268	2 : 1
Aug 2022	6,681	2 : 1
Jul 2022	9,090	2 : 1
Jun 2022	9,350	2 : 1
May 2022	9,701	2 : 1
Apr 2022	8,704	2 : 1
Mar 2022	9,862	2 : 1
Feb 2022	7,155	3 : 1
Jan 2022	5,836	3 : 1
Dec 2021	5,316	2 : 1
Nov 2021	8,510	3 : 1
Oct 2021	9,691	3 : 1
Sep 2021	8,424	4 : 1
Aug 2021	8,335	4 : 1
Jul 2021	8,065	4 : 1
Jun 2021	7,944	3 : 1
May 2021	8,999	3 : 1
Apr 2021	8,270	2 : 1
Mar 2021	8,515	3 : 1
Feb 2021	8,271	3 : 1
Jan 2021	7,711	3 : 1
Dec 2020	7,447	3 : 1
Nov 2020	6,613	2 : 1
Oct 2020	7,195	3 : 1
Sep 2020	8,544	3 : 1
Aug 2020	7,781	3 : 1
Jul 2020	7,793	3 : 1
Jun 2020	6,855	3 : 1
May 2020	6,514	3 : 1

Apr 2020	6,120	3 : 1
Mar 2020	7,138	2 : 1
Feb 2020	8,377	2 : 1
Jan 2020	8,963	2 : 1
Dec 2019	7,714	2 : 1
Nov 2019	6,629	2 : 1
Oct 2019	6,499	3 : 1
Sep 2019	7,232	2 : 1
Aug 2019	7,309	2 : 1

## Education Breakdown

Education Level	Unique Postings	% of Total
No Education Listed	9,724	40%
High school or GED	6,844	28%
Associate's degree	2,550	11%
Bachelor's degree	6,425	27%
Master's degree	1,978	8%
Ph.D. or professional degree	563	2%

## Minimum Education Breakdown











Minimum Education Level	Unique Postings (minimum)	Unique Postings (max advertised)	% of Total (minimum)
High school or GED	6,844	0	28%
Associate's degree	1,897	437	8%
Bachelor's degree	4,829	1,491	20%
Master's degree	619	1,224	3%
Ph.D. or professional degree	232	331	1%













## Experience Breakdown

Minimum Experience	Unique Postings	% of Total
No Experience Listed	12,550	52%
0 - 1 Years	4,880	20%
2 - 3 Years	3,925	16%
4 - 6 Years	1,994	8%
7 - 9 Years	470	2%
10+ Years	326	1%

## Top Companies Posting








	Total/Unique (May 16, 2024 - August 13, 2024)	Posting Intensity	Median Posting Duration
University of Pittsburgh Medical Center	1,810 / 926	2 : 1 	26 days
Wellspan Health	2,496 / 819	3 : 1 	16 days
Commonwealth Of Pennsylvania	1,684 / 790	2 : 1 	18 days
Pennsylvania State University	1,145 / 525	2 : 1 	15 days
The Giant Company	521 / 312	2 : 1 	20 days
New Story School	1,260 / 302	4 : 1 	17 days
Walmart	468 / 271	2 : 1 	14 days
BAYADA Home Health Care	417 / 197	2 : 1 	24 days
Hershey Entertainment & Resorts	193 / 164	1 : 1 	13 days
Johnson Controls	362 / 152	2 : 1 	18 days

# Top Cities Posting

City	Total/Unique (May 16, 2024 - August 13, 2024)	Posting Intensity	Median Posting Duration
Harrisburg, PA	11,359 / 5,376	2 : 1 	18 days
York, PA	10,109 / 4,115	2 : 1 	19 days
Mechanicsburg, PA	2,417 / 1,379	2 : 1 	21 days
Chambersburg, PA	3,113 / 1,174	3 : 1 	17 days
Hanover, PA	2,013 / 1,127	2 : 1 	19 days
Lebanon, PA	1,745 / 1,112	2 : 1 	16 days
Carlisle, PA	1,890 / 1,029	2 : 1 	21 days
Hershey, PA	1,774 / 923	2 : 1 	20 days
Camp Hill, PA	1,327 / 752	2 : 1 	20 days
Gettysburg, PA	1,822 / 726	3 : 1 	18 days

# Top Posted Occupations

	Total/Unique (May 16, 2024 - August 13, 2024)	Posting Intensity	Median Posting Duration
Registered Nurses	5,054 / 1,655	3 : 1	17 days
Retail Salespersons	1,742 / 852	2 : 1	19 days
Heavy and Tractor-Trailer Truck Drivers	2,263 / 851	3 : 1	22 days
Licensed Practical and Licensed Vocational Nurses	1,338 / 476	3 : 1	18 days
First-Line Supervisors of Retail Sales Workers	777 / 440	2 : 1	18 days
Laborers and Freight, Stock, and Material Movers, Hand	1,084 / 435	2 : 1	21 days
General and Operations Managers	663 / 350	2 : 1	20 days
Home Health and Personal Care Aides	777 / 321	2 : 1	14 days
Customer Service Representatives	545 / 305	2 : 1	24 days
Production Workers, All Other	556 / 283	2 : 1	17 days
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	505 / 272	2 : 1	19 days
Physical Therapists	606 / 266	2 : 1	17 days
Maintenance and Repair Workers, General	467 / 258	2 : 1	20 days
Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	419 / 248	2 : 1	18 days
Nursing Assistants	755 / 237	3 : 1	15 days
Software Developers	468 / 225	2 : 1	20 days
Cashiers	504 / 216	2 : 1	16 days
Automotive Service Technicians and Mechanics	404 / 216	2 : 1	34 days
Computer Occupations, All Other	401 / 215	2 : 1	19 days
Fast Food and Counter Workers	363 / 215	2 : 1	17 days
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	352 / 214	2 : 1	18 days
Medical and Health Services Managers	407 / 211	2 : 1	15 days
Magnetic Resonance Imaging Technologists	665 / 203	3 : 1	19 days
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	342 / 201	2 : 1	32 days
Bus and Truck Mechanics and Diesel Engine Specialists	773 / 201	4 : 1	17 days
First-Line Supervisors of Office and Administrative Support Workers	317 / 194	2 : 1	23 days
Nurse Practitioners	336 / 184	2 : 1	19 days
Financial Managers	273 / 179	2 : 1	18 days

Transportation, Storage, and Distribution Managers	330 / 174	2 : 1		18 days
Food Service Managers	381 / 174	2 : 1		19 days
Health Technologists and Technicians, All Other	322 / 171	2 : 1		22 days
Industrial Truck and Tractor Operators	395 / 171	2 : 1		19 days
Sales Managers	243 / 169	1 : 1		14 days
First-Line Supervisors of Production and Operating Workers	302 / 163	2 : 1		23 days
Merchandise Displayers and Window Trimmers	262 / 162	2 : 1		16 days
First-Line Supervisors of Food Preparation and Serving Workers	281 / 155	2 : 1		21 days
Stockers and Order Fillers	264 / 153	2 : 1		19 days
Pharmacy Technicians	423 / 151	3 : 1		17 days
Security Guards	297 / 142	2 : 1		21 days
Hairdressers, Hairstylists, and Cosmetologists	336 / 139	2 : 1		37 days
Shipping, Receiving, and Inventory Clerks	238 / 136	2 : 1		16 days
Project Management Specialists	218 / 130	2 : 1		13 days
Speech-Language Pathologists	238 / 125	2 : 1		18 days
Maids and Housekeeping Cleaners	215 / 125	2 : 1		22 days
Accountants and Auditors	229 / 124	2 : 1		24 days
Managers, All Other	213 / 122	2 : 1		18 days
Medical Assistants	247 / 121	2 : 1		18 days
Civil Engineers	188 / 120	2 : 1		20 days
Marketing Managers	169 / 119	1 : 1		28 days
Inspectors, Testers, Sorters, Samplers, and Weighers	319 / 118	3 : 1		14 days

# Top Posted Occupations

Occupation (O*NET)	Total/Unique (May 16, 2024 - August 13, 2024)	Posting Intensity	Median Posting Duration
Registered Nurses	4,837 / 1,582	3 : 1 	17 days
Retail Salespersons	1,742 / 852	2 : 1 	19 days
Heavy and Tractor-Trailer Truck Drivers	2,263 / 851	3 : 1 	22 days
Licensed Practical and Licensed Vocational Nurses	1,338 / 476	3 : 1 	18 days
First-Line Supervisors of Retail Sales Workers	777 / 440	2 : 1 	18 days
Laborers and Freight, Stock, and Material Movers, Hand	1,049 / 419	3 : 1 	20 days
General and Operations Managers	663 / 350	2 : 1 	20 days
Customer Service Representatives	545 / 305	2 : 1 	24 days
Production Workers, All Other	556 / 283	2 : 1 	17 days
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	505 / 272	2 : 1 	19 days
Physical Therapists	606 / 266	2 : 1 	17 days
Maintenance and Repair Workers, General	467 / 258	2 : 1 	20 days
Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	419 / 248	2 : 1 	18 days
Nursing Assistants	755 / 237	3 : 1 	15 days
Software Developers	468 / 225	2 : 1 	20 days
Cashiers	504 / 216	2 : 1 	16 days
Automotive Service Technicians and Mechanics	404 / 216	2 : 1 	34 days
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	352 / 214	2 : 1 	18 days
Medical and Health Services Managers	407 / 211	2 : 1 	15 days
Personal Care Aides	481 / 207	2 : 1 	14 days
Magnetic Resonance Imaging Technologists	665 / 203	3 : 1 	19 days
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	342 / 201	2 : 1 	32 days

Bus and Truck Mechanics and Diesel Engine Specialists	773 / 201	4 : 1		17 days
First-Line Supervisors of Office and Administrative Support Workers	317 / 194	2 : 1		23 days
Nurse Practitioners	332 / 182	2 : 1		19 days
Food Service Managers	381 / 174	2 : 1		19 days
Industrial Truck and Tractor Operators	395 / 171	2 : 1		19 days
Sales Managers	243 / 169	1 : 1		14 days
First-Line Supervisors of Production and Operating Workers	302 / 163	2 : 1		23 days
Merchandise Displayers and Window Trimmers	259 / 160	2 : 1		16 days
First-Line Supervisors of Food Preparation and Serving Workers	281 / 155	2 : 1		21 days
Fast Food and Counter Workers	277 / 155	2 : 1		16 days
Stockers and Order Fillers	264 / 153	2 : 1		19 days
Pharmacy Technicians	423 / 151	3 : 1		17 days
Financial Managers	222 / 146	2 : 1		18 days
Security Guards	297 / 142	2 : 1		21 days
Hairdressers, Hairstylists, and Cosmetologists	336 / 139	2 : 1		37 days
Shipping, Receiving, and Inventory Clerks	238 / 136	2 : 1		16 days
Project Management Specialists	218 / 130	2 : 1		13 days
Speech-Language Pathologists	238 / 125	2 : 1		18 days
Maids and Housekeeping Cleaners	215 / 125	2 : 1		22 days
Accountants and Auditors	229 / 124	2 : 1		24 days
Transportation, Storage, and Distribution Managers	207 / 122	2 : 1		16 days
Health Technologists and Technicians, All Other	240 / 121	2 : 1		22 days
Medical Assistants	247 / 121	2 : 1		18 days
Marketing Managers	169 / 119	1 : 1		28 days
Inspectors, Testers, Sorters, Samplers, and Weighers	319 / 118	3 : 1		14 days




First-Line Supervisors of Mechanics, Installers, and Repairers	200 / 117	2 : 1		18 days
Computer User Support Specialists	178 / 112	2 : 1		15 days
Waiters and Waitresses	145 / 111	1 : 1		19 days

## Top Posted Occupations

Occupation	Total/Unique (May 16, 2024 - August 13, 2024)	Posting Intensity	Median Posting Duration
Registered Nurse	4,470 / 1,443	3 : 1	18 days
Tractor-Trailer Truck Driver	2,263 / 851	3 : 1	22 days
Retail Sales Associate	1,725 / 841	2 : 1	19 days
Retail Store Manager / Supervisor	838 / 486	2 : 1	18 days
Licensed Practical / Vocational Nurse	1,338 / 476	3 : 1	18 days
Laborer / Warehouse Worker	1,076 / 431	2 : 1	20 days
Sales Representative	661 / 409	2 : 1	18 days
Physician	929 / 378	2 : 1	21 days
Customer Service Representative	545 / 305	2 : 1	24 days










## Top Posted Job Titles

	Total/Unique (May 16, 2024 - August 13, 2024)	Posting Intensity	Median Posting Duration
Licensed Practical Nurses	716 / 217	3 : 1	17 days
CDL-A Truck Drivers	445 / 214	2 : 1	19 days
Registered Nurses	697 / 192	4 : 1	17 days
Sales Associates	243 / 129	2 : 1	22 days
Forklift Operators	313 / 117	3 : 1	17 days
Retail Sales Associates	286 / 114	3 : 1	16 days
Physical Therapists	238 / 111	2 : 1	10 days

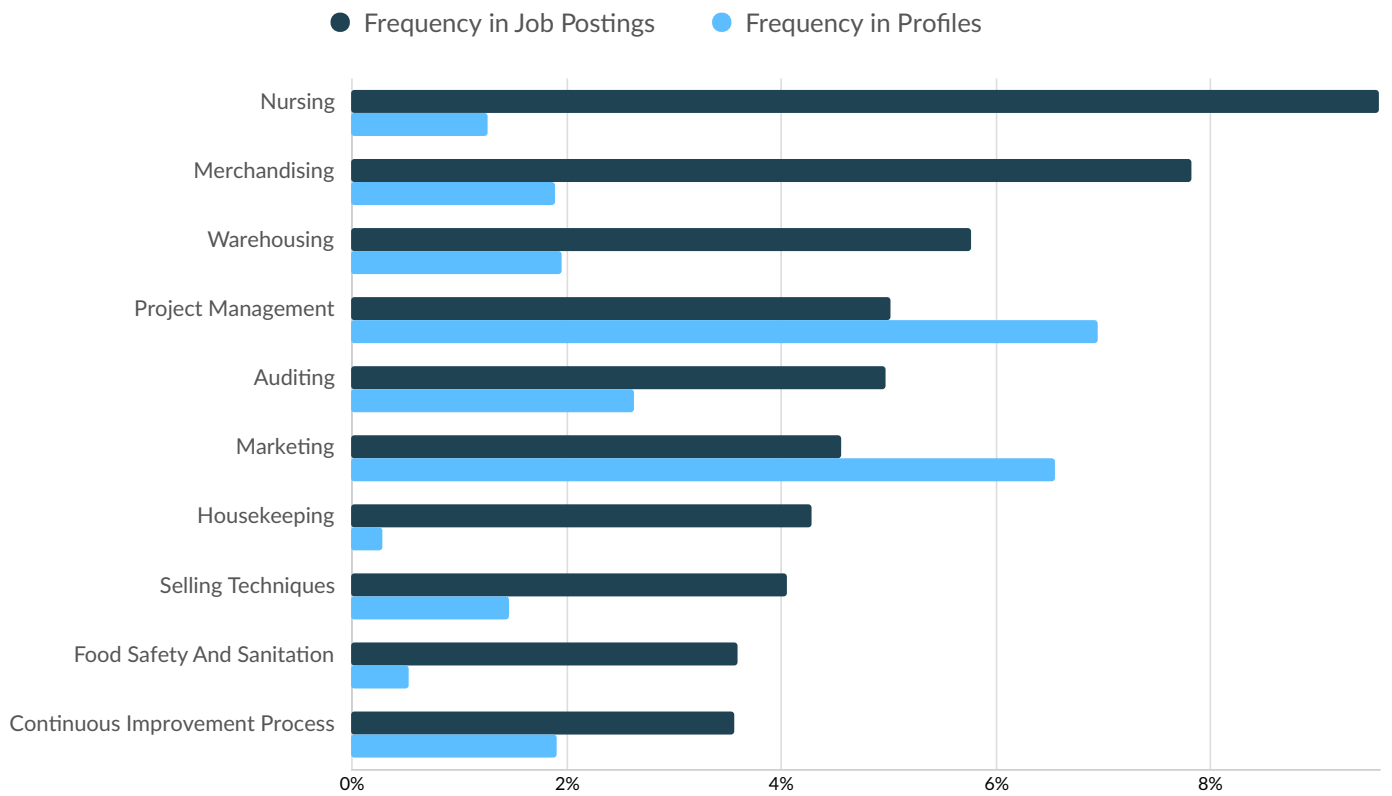
Caregivers	249 / 98	3 : 1		14 days
Maintenance Technicians	172 / 94	2 : 1		17 days
Occupational Therapists	621 / 81	8 : 1		16 days



# Top Industries

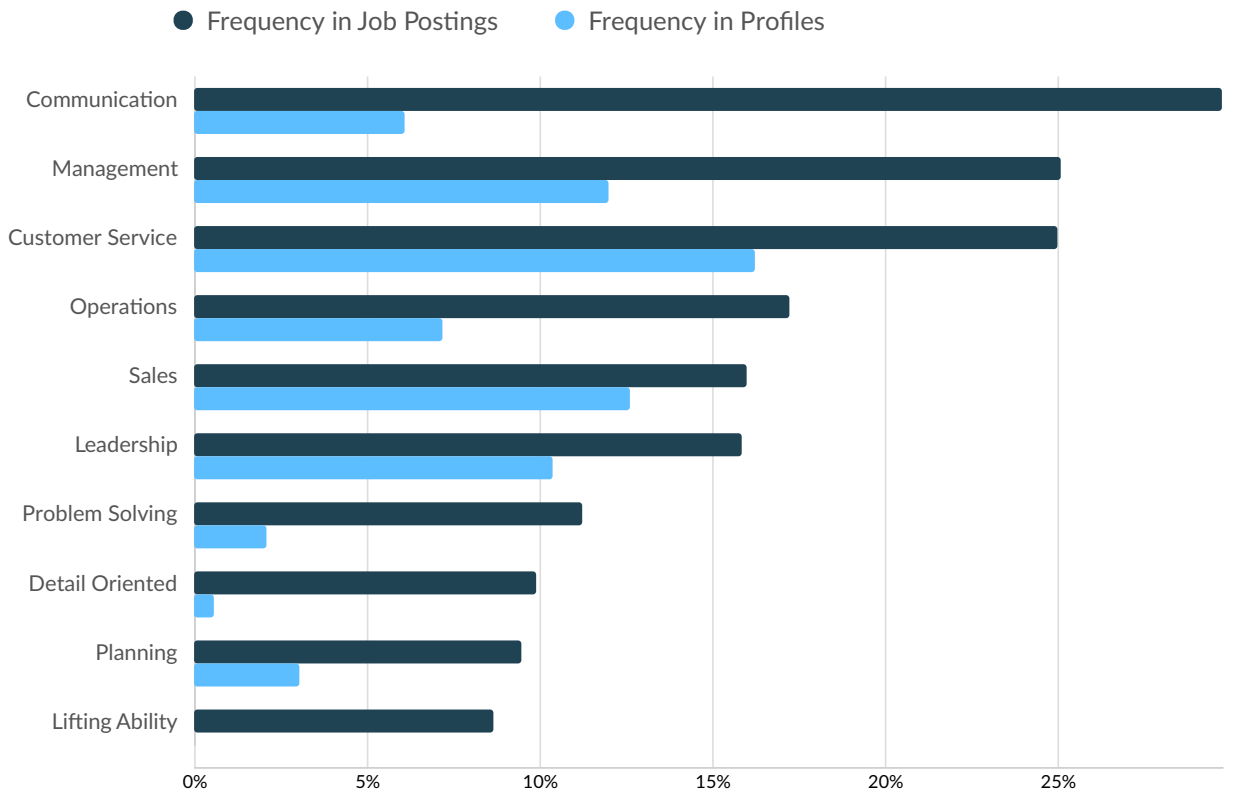
	Total/Unique (May 16, 2024 - August 13, 2024)	Posting Intensity	Median Posting Duration
Offices of Physicians (except Mental Health Specialists)	3,109 / 1,155	3 : 1 	17 days
General Medical and Surgical Hospitals	2,153 / 1,120	2 : 1 	23 days
Colleges, Universities, and Professional Schools	1,849 / 864	2 : 1 	19 days
Administration of Public Health Programs	1,684 / 790	2 : 1 	18 days
Home Health Care Services	1,083 / 485	2 : 1 	21 days
Elementary and Secondary Schools	1,551 / 460	3 : 1 	17 days
General Freight Trucking, Long-Distance, Truckload	1,158 / 342	3 : 1 	20 days
Warehouse Clubs and Supercenters	550 / 321	2 : 1 	13 days
Limited-Service Restaurants	560 / 319	2 : 1 	12 days

# Top Specialized Skills



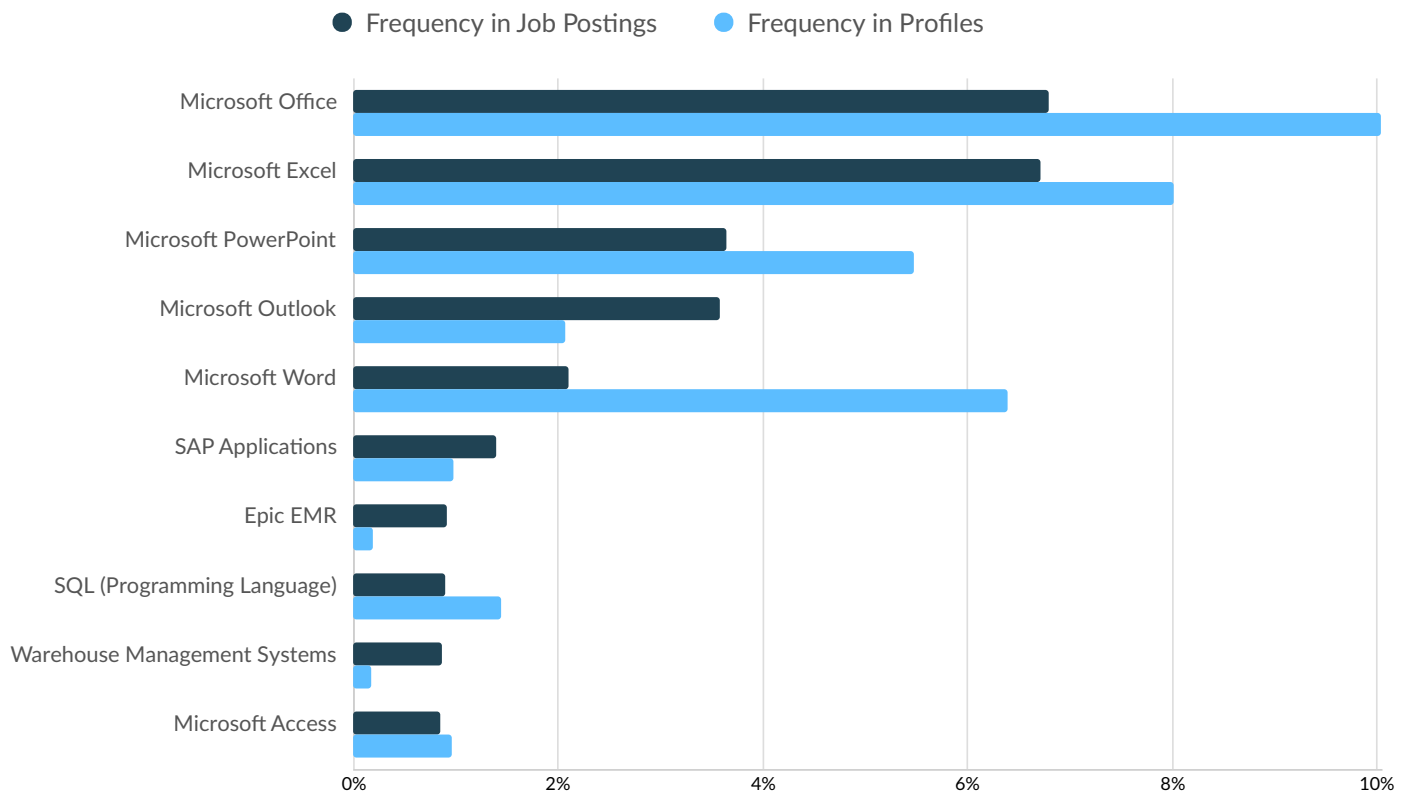
	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Nursing	2,311	10%	4,719	1%	+20.1%	Rapidly Growing
Merchandising	1,891	8%	7,072	2%	+15.0%	Growing
Warehousing	1,393	6%	7,273	2%	+13.0%	Growing
Project Management	1,214	5%	25,831	7%	+19.8%	Rapidly Growing
Auditing	1,203	5%	9,776	3%	+21.8%	Rapidly Growing
Marketing	1,102	5%	24,351	7%	+23.0%	Rapidly Growing
Housekeeping	1,034	4%	1,062	0%	+13.3%	Growing
Selling Techniques	979	4%	5,475	1%	-1.2%	Lagging
Food Safety And Sanitation	868	4%	1,978	1%	+11.7%	Growing
Continuous Improvement Process	863	4%	7,083	2%	+23.4%	Rapidly Growing

# Top Common Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Communication	7,181	30%	22,631	6%	+3.6%	Lagging
Management	6,052	25%	44,444	12%	+5.3%	Stable
Customer Service	6,035	25%	60,202	16%	+5.2%	Stable
Operations	4,154	17%	26,706	7%	+8.1%	Stable
Sales	3,862	16%	46,804	13%	+7.8%	Stable
Leadership	3,827	16%	38,492	10%	+8.5%	Stable
Problem Solving	2,711	11%	7,856	2%	+11.3%	Growing
Detail Oriented	2,388	10%	2,133	1%	+7.1%	Stable
Planning	2,285	9%	11,323	3%	+10.9%	Growing
Lifting Ability	2,087	9%	85	0%	+10.6%	Growing

# Top Software Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Microsoft Office	1,642	7%	37,304	10%	+18.5%	Growing
Microsoft Excel	1,623	7%	29,800	8%	+17.7%	Growing
Microsoft PowerPoint	883	4%	20,345	5%	+26.1%	Rapidly Growing
Microsoft Outlook	865	4%	7,708	2%	+25.0%	Rapidly Growing
Microsoft Word	509	2%	23,773	6%	+7.2%	Stable
SAP Applications	337	1%	3,646	1%	+21.6%	Rapidly Growing
Epic EMR	223	1%	736	0%	+16.4%	Growing
SQL (Programming Language)	219	1%	5,387	1%	+6.4%	Stable
Warehouse Management Systems	211	1%	655	0%	+10.7%	Growing
Microsoft Access	204	1%	3,590	1%	+3.9%	Lagging

# Top Qualifications

	Postings with Qualification
Valid Driver's License	2,981
Registered Nurse (RN)	2,230
Basic Life Support (BLS) Certification	1,276
Cardiopulmonary Resuscitation (CPR) Certification	698
Licensed Practical Nurse (LPN)	683
Commercial Driver's License (CDL)	511
Advanced Cardiovascular Life Support (ACLS) Certification	407
CDL Class A License	396
Certified Nursing Assistant (CNA)	364
Nurse Practitioner (APRN-CNP)	342

# Appendix A - Occupations

Results should include

Code	Description
11-1011	Chief Executives
11-1021	General and Operations Managers
11-1031	Legislators
11-2011	Advertising and Promotions Managers
11-2021	Marketing Managers
11-2022	Sales Managers
11-2032	Public Relations Managers
11-2033	Fundraising Managers
11-3012	Administrative Services Managers
11-3013	Facilities Managers
11-3021	Computer and Information Systems Managers
11-3031	Financial Managers
11-3051	Industrial Production Managers
11-3061	Purchasing Managers
11-3071	Transportation, Storage, and Distribution Managers
11-3111	Compensation and Benefits Managers
11-3121	Human Resources Managers
11-3131	Training and Development Managers
11-9013	Farmers, Ranchers, and Other Agricultural Managers
11-9021	Construction Managers
11-9031	Education and Childcare Administrators, Preschool and Daycare
11-9032	Education Administrators, Kindergarten through Secondary
11-9033	Education Administrators, Postsecondary

Code	Description
37-1012	First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners
37-2012	Maids and Housekeeping Cleaners
37-2019	Building Cleaning Workers, All Other
37-2021	Pest Control Workers
37-3011	Landscaping and Groundskeeping Workers
37-3012	Pesticide Handlers, Sprayers, and Applicators, Vegetation
37-3013	Tree Trimmers and Pruners
37-3019	Grounds Maintenance Workers, All Other
39-1013	First-Line Supervisors of Gambling Services Workers
39-1014	First-Line Supervisors of Entertainment and Recreation Workers, Except Gambling Services
39-1022	First-Line Supervisors of Personal Service Workers
39-2011	Animal Trainers
39-2021	Animal Caretakers
39-3011	Gambling Dealers
39-3012	Gambling and Sports Book Writers and Runners
39-3019	Gambling Service Workers, All Other
39-3021	Motion Picture Projectionists
39-3031	Ushers, Lobby Attendants, and Ticket Takers
39-3091	Amusement and Recreation Attendants
39-3092	Costume Attendants

11-9039	Education Administrators, All Other
11-9041	Architectural and Engineering Managers
11-9051	Food Service Managers
11-9071	Gambling Managers
11-9072	Entertainment and Recreation Managers, Except Gambling
11-9081	Lodging Managers
11-9111	Medical and Health Services Managers
11-9121	Natural Sciences Managers
11-9131	Postmasters and Mail Superintendents
11-9141	Property, Real Estate, and Community Association Managers
11-9151	Social and Community Service Managers
11-9161	Emergency Management Directors
11-9171	Funeral Home Managers
11-9179	Personal Service Managers, All Other
11-9199	Managers, All Other
13-1011	Agents and Business Managers of Artists, Performers, and Athletes
13-1028	Buyers and Purchasing Agents
13-1031	Claims Adjusters, Examiners, and Investigators
13-1032	Insurance Appraisers, Auto Damage
13-1041	Compliance Officers
13-1051	Cost Estimators
13-1071	Human Resources Specialists
13-1074	Farm Labor Contractors
13-1075	Labor Relations Specialists
13-1081	Logisticians
13-1082	Project Management Specialists

39-3093	Locker Room, Coatroom, and Dressing Room Attendants
39-3099	Entertainment Attendants and Related Workers, All Other
39-4011	Embalmers
39-4012	Crematory Operators
39-4021	Funeral Attendants
39-4031	Morticians, Undertakers, and Funeral Arrangers
39-5011	Barbers
39-5012	Hairdressers, Hairstylists, and Cosmetologists
39-5091	Makeup Artists, Theatrical and Performance
39-5092	Manicurists and Pedicurists
39-5093	Shampooers
39-5094	Skincare Specialists
39-6011	Baggage Porters and Bellhops
39-6012	Concierges
39-7018	Tour and Travel Guides
39-9011	Childcare Workers
39-9031	Exercise Trainers and Group Fitness Instructors
39-9032	Recreation Workers
39-9041	Residential Advisors
39-9099	Personal Care and Service Workers, All Other
41-1011	First-Line Supervisors of Retail Sales Workers
41-1012	First-Line Supervisors of Non-Retail Sales Workers
41-2011	Cashiers

13-1111	Management Analysts	41-2012	Gambling Change Persons and Booth Cashiers
13-1121	Meeting, Convention, and Event Planners	41-2021	Counter and Rental Clerks
13-1131	Fundraisers	41-2022	Parts Salespersons
13-1141	Compensation, Benefits, and Job Analysis Specialists	41-2031	Retail Salespersons
13-1151	Training and Development Specialists	41-3011	Advertising Sales Agents
13-1161	Market Research Analysts and Marketing Specialists	41-3021	Insurance Sales Agents
13-1199	Business Operations Specialists, All Other	41-3031	Securities, Commodities, and Financial Services Sales Agents
13-2011	Accountants and Auditors	41-3041	Travel Agents
13-2028	Property Appraisers and Assessors	41-3091	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel
13-2031	Budget Analysts	41-4011	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products
13-2041	Credit Analysts	41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products
13-2051	Financial and Investment Analysts	41-9011	Demonstrators and Product Promoters
13-2052	Personal Financial Advisors	41-9012	Models
13-2053	Insurance Underwriters	41-9021	Real Estate Brokers
13-2054	Financial Risk Specialists	41-9022	Real Estate Sales Agents
13-2061	Financial Examiners	41-9031	Sales Engineers
13-2071	Credit Counselors	41-9041	Telemarketers
13-2072	Loan Officers	41-9091	Door-to-Door Sales Workers, News and Street Vendors, and Related Workers
13-2081	Tax Examiners and Collectors, and Revenue Agents	41-9099	Sales and Related Workers, All Other
13-2082	Tax Preparers	43-1011	First-Line Supervisors of Office and Administrative Support Workers
13-2099	Financial Specialists, All Other	43-2011	Switchboard Operators, Including Answering Service
15-1211	Computer Systems Analysts	43-2021	Telephone Operators
15-1212	Information Security Analysts		
15-1221	Computer and Information Research Scientists		
15-1231	Computer Network Support Specialists		
15-1232	Computer User Support Specialists		



15-1241	Computer Network Architects	43-2099	Communications Equipment Operators, All Other
15-1242	Database Administrators	43-3011	Bill and Account Collectors
15-1243	Database Architects	43-3021	Billing and Posting Clerks
15-1244	Network and Computer Systems Administrators	43-3031	Bookkeeping, Accounting, and Auditing Clerks
15-1251	Computer Programmers	43-3041	Gambling Cage Workers
15-1252	Software Developers	43-3051	Payroll and Timekeeping Clerks
15-1253	Software Quality Assurance Analysts and Testers	43-3061	Procurement Clerks
15-1254	Web Developers	43-3071	Tellers
15-1255	Web and Digital Interface Designers	43-3099	Financial Clerks, All Other
15-1299	Computer Occupations, All Other	43-4011	Brokerage Clerks
15-2011	Actuaries	43-4021	Correspondence Clerks
15-2021	Mathematicians	43-4031	Court, Municipal, and License Clerks
15-2031	Operations Research Analysts	43-4041	Credit Authorizers, Checkers, and Clerks
15-2041	Statisticians	43-4051	Customer Service Representatives
15-2051	Data Scientists	43-4061	Eligibility Interviewers, Government Programs
15-2099	Mathematical Science Occupations, All Other	43-4071	File Clerks
17-1011	Architects, Except Landscape and Naval	43-4081	Hotel, Motel, and Resort Desk Clerks
17-1012	Landscape Architects	43-4111	Interviewers, Except Eligibility and Loan
17-1021	Cartographers and Photogrammetrists	43-4121	Library Assistants, Clerical
17-1022	Surveyors	43-4131	Loan Interviewers and Clerks
17-2011	Aerospace Engineers	43-4141	New Accounts Clerks
17-2021	Agricultural Engineers	43-4151	Order Clerks
17-2031	Bioengineers and Biomedical Engineers	43-4161	Human Resources Assistants, Except Payroll and Timekeeping
17-2041	Chemical Engineers	43-4171	Receptionists and Information Clerks
17-2051	Civil Engineers	43-4181	Reservation and Transportation Ticket Agents and Travel Clerks
17-2061	Computer Hardware Engineers		

17-2071	Electrical Engineers	43-4199	Information and Record Clerks, All Other
17-2072	Electronics Engineers, Except Computer	43-5011	Cargo and Freight Agents
17-2081	Environmental Engineers	43-5021	Couriers and Messengers
17-2111	Health and Safety Engineers, Except Mining Safety Engineers and Inspectors	43-5031	Public Safety Telecommunicators
17-2112	Industrial Engineers	43-5032	Dispatchers, Except Police, Fire, and Ambulance
17-2121	Marine Engineers and Naval Architects	43-5041	Meter Readers, Utilities
17-2131	Materials Engineers	43-5051	Postal Service Clerks
17-2141	Mechanical Engineers	43-5052	Postal Service Mail Carriers
17-2151	Mining and Geological Engineers, Including Mining Safety Engineers	43-5053	Postal Service Mail Sorters, Processors, and Processing Machine Operators
17-2161	Nuclear Engineers	43-5061	Production, Planning, and Expediting Clerks
17-2171	Petroleum Engineers	43-5071	Shipping, Receiving, and Inventory Clerks
17-2199	Engineers, All Other	43-5111	Weighers, Measurers, Checkers, and Samplers, Recordkeeping
17-3011	Architectural and Civil Drafters	43-6011	Executive Secretaries and Executive Administrative Assistants
17-3012	Electrical and Electronics Drafters	43-6012	Legal Secretaries and Administrative Assistants
17-3013	Mechanical Drafters	43-6013	Medical Secretaries and Administrative Assistants
17-3019	Drafters, All Other	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
17-3021	Aerospace Engineering and Operations Technologists and Technicians	43-9021	Data Entry Keyers
17-3022	Civil Engineering Technologists and Technicians	43-9022	Word Processors and Typists
17-3023	Electrical and Electronic Engineering Technologists and Technicians	43-9031	Desktop Publishers
17-3024	Electro-Mechanical and Mechatronics Technologists and Technicians	43-9041	Insurance Claims and Policy Processing Clerks
17-3025	Environmental Engineering Technologists and Technicians	43-9051	Mail Clerks and Mail Machine Operators, Except Postal Service
17-3026	Industrial Engineering Technologists and Technicians	43-9061	Office Clerks, General
17-3027	Mechanical Engineering Technologists and Technicians		

17-3028	Calibration Technologists and Technicians	43-9071	Office Machine Operators, Except Computer
17-3029	Engineering Technologists and Technicians, Except Drafters, All Other	43-9081	Proofreaders and Copy Markers
17-3031	Surveying and Mapping Technicians	43-9111	Statistical Assistants
19-1011	Animal Scientists	43-9199	Office and Administrative Support Workers, All Other
19-1012	Food Scientists and Technologists	45-1011	First-Line Supervisors of Farming, Fishing, and Forestry Workers
19-1013	Soil and Plant Scientists	45-2011	Agricultural Inspectors
19-1021	Biochemists and Biophysicists	45-2021	Animal Breeders
19-1022	Microbiologists	45-2041	Graders and Sorters, Agricultural Products
19-1023	Zoologists and Wildlife Biologists	45-2091	Agricultural Equipment Operators
19-1029	Biological Scientists, All Other	45-2092	Farmworkers and Laborers, Crop, Nursery, and Greenhouse
19-1031	Conservation Scientists	45-2093	Farmworkers, Farm, Ranch, and Aquacultural Animals
19-1032	Foresters	45-2099	Agricultural Workers, All Other
19-1041	Epidemiologists	45-3031	Fishing and Hunting Workers
19-1042	Medical Scientists, Except Epidemiologists	45-4011	Forest and Conservation Workers
19-1099	Life Scientists, All Other	45-4021	Fallers
19-2011	Astronomers	45-4022	Logging Equipment Operators
19-2012	Physicists	45-4023	Log Graders and Scalers
19-2021	Atmospheric and Space Scientists	45-4029	Logging Workers, All Other
19-2031	Chemists	47-1011	First-Line Supervisors of Construction Trades and Extraction Workers
19-2032	Materials Scientists	47-2011	Boilermakers
19-2041	Environmental Scientists and Specialists, Including Health	47-2021	Brickmasons and Blockmasons
19-2042	Geoscientists, Except Hydrologists and Geographers	47-2022	Stonemasons
19-2043	Hydrologists	47-2031	Carpenters
19-2099	Physical Scientists, All Other	47-2041	Carpet Installers
19-3011	Economists		
19-3022	Survey Researchers		

19-3032	Industrial-Organizational Psychologists	47-2042	Floor Layers, Except Carpet, Wood, and Hard Tiles
19-3033	Clinical and Counseling Psychologists	47-2043	Floor Sanders and Finishers
19-3034	School Psychologists	47-2044	Tile and Stone Setters
19-3039	Psychologists, All Other	47-2051	Cement Masons and Concrete Finishers
19-3041	Sociologists	47-2053	Terrazzo Workers and Finishers
19-3051	Urban and Regional Planners	47-2061	Construction Laborers
19-3091	Anthropologists and Archeologists	47-2071	Paving, Surfacing, and Tamping Equipment Operators
19-3092	Geographers	47-2072	Pile Driver Operators
19-3093	Historians	47-2073	Operating Engineers and Other Construction Equipment Operators
19-3094	Political Scientists	47-2081	Drywall and Ceiling Tile Installers
19-3099	Social Scientists and Related Workers, All Other	47-2082	Tapers
19-4012	Agricultural Technicians	47-2111	Electricians
19-4013	Food Science Technicians	47-2121	Glaziers
19-4021	Biological Technicians	47-2131	Insulation Workers, Floor, Ceiling, and Wall
19-4031	Chemical Technicians	47-2132	Insulation Workers, Mechanical
19-4042	Environmental Science and Protection Technicians, Including Health	47-2141	Painters, Construction and Maintenance
19-4043	Geological Technicians, Except Hydrologic Technicians	47-2142	Paperhangers
19-4044	Hydrologic Technicians	47-2151	Pipelayers
19-4051	Nuclear Technicians	47-2152	Plumbers, Pipefitters, and Steamfitters
19-4061	Social Science Research Assistants	47-2161	Plasterers and Stucco Masons
19-4071	Forest and Conservation Technicians	47-2171	Reinforcing Iron and Rebar Workers
19-4092	Forensic Science Technicians	47-2181	Roofers
19-4099	Life, Physical, and Social Science Technicians, All Other	47-2211	Sheet Metal Workers
19-5011	Occupational Health and Safety Specialists	47-2221	Structural Iron and Steel Workers
19-5012	Occupational Health and Safety Technicians	47-2231	Solar Photovoltaic Installers
		47-3011	Helpers--Brickmasons, Blockmasons, Stonemasons, and Tile and Marble Setters

21-1012	Educational, Guidance, and Career Counselors and Advisors
21-1013	Marriage and Family Therapists
21-1015	Rehabilitation Counselors
21-1018	Substance Abuse, Behavioral Disorder, and Mental Health Counselors
21-1019	Counselors, All Other
21-1021	Child, Family, and School Social Workers
21-1022	Healthcare Social Workers
21-1023	Mental Health and Substance Abuse Social Workers
21-1029	Social Workers, All Other
21-1091	Health Education Specialists
21-1092	Probation Officers and Correctional Treatment Specialists
21-1093	Social and Human Service Assistants
21-1094	Community Health Workers
21-1099	Community and Social Service Specialists, All Other
21-2011	Clergy
21-2021	Directors, Religious Activities and Education
21-2099	Religious Workers, All Other
23-1011	Lawyers
23-1012	Judicial Law Clerks
23-1021	Administrative Law Judges, Adjudicators, and Hearing Officers
23-1022	Arbitrators, Mediators, and Conciliators
23-1023	Judges, Magistrate Judges, and Magistrates
23-2011	Paralegals and Legal Assistants
23-2093	Title Examiners, Abstractors, and Searchers

47-3012	Helpers--Carpenters
47-3013	Helpers--Electricians
47-3014	Helpers--Painters, Paperhangers, Plasterers, and Stucco Masons
47-3015	Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters
47-3016	Helpers--Roofers
47-3019	Helpers, Construction Trades, All Other
47-4011	Construction and Building Inspectors
47-4021	Elevator and Escalator Installers and Repairers
47-4031	Fence Erectors
47-4041	Hazardous Materials Removal Workers
47-4051	Highway Maintenance Workers
47-4061	Rail-Track Laying and Maintenance Equipment Operators
47-4071	Septic Tank Servicers and Sewer Pipe Cleaners
47-4098	Miscellaneous Construction and Related Workers
47-5011	Derrick Operators, Oil and Gas
47-5012	Rotary Drill Operators, Oil and Gas
47-5013	Service Unit Operators, Oil and Gas
47-5022	Excavating and Loading Machine and Dragline Operators, Surface Mining
47-5023	Earth Drillers, Except Oil and Gas
47-5032	Explosives Workers, Ordnance Handling Experts, and Blasters
47-5041	Continuous Mining Machine Operators
47-5043	Roof Bolters, Mining
47-5044	Loading and Moving Machine Operators, Underground Mining

23-2099	Legal Support Workers, All Other	47-5049	Underground Mining Machine Operators, All Other
25-1099	Postsecondary Teachers	47-5051	Rock Splitters, Quarry
25-2011	Preschool Teachers, Except Special Education	47-5071	Roustabouts, Oil and Gas
25-2012	Kindergarten Teachers, Except Special Education	47-5081	Helpers--Extraction Workers
25-2021	Elementary School Teachers, Except Special Education	47-5099	Extraction Workers, All Other
25-2022	Middle School Teachers, Except Special and Career/Technical Education	49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
25-2023	Career/Technical Education Teachers, Middle School	49-2011	Computer, Automated Teller, and Office Machine Repairers
25-2031	Secondary School Teachers, Except Special and Career/Technical Education	49-2021	Radio, Cellular, and Tower Equipment Installers and Repairers
25-2032	Career/Technical Education Teachers, Secondary School	49-2022	Telecommunications Equipment Installers and Repairers, Except Line Installers
25-2051	Special Education Teachers, Preschool	49-2091	Avionics Technicians
25-2052	Special Education Teachers, Kindergarten and Elementary School	49-2092	Electric Motor, Power Tool, and Related Repairers
25-2057	Special Education Teachers, Middle School	49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
25-2058	Special Education Teachers, Secondary School	49-2094	Electrical and Electronics Repairers, Commercial and Industrial Equipment
25-2059	Special Education Teachers, All Other	49-2095	Electrical and Electronics Repairers, Powerhouse, Substation, and Relay
25-3011	Adult Basic Education, Adult Secondary Education, and English as a Second Language Instructors	49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
25-3021	Self-Enrichment Teachers	49-2097	Audiovisual Equipment Installers and Repairers
25-3031	Substitute Teachers, Short-Term	49-2098	Security and Fire Alarm Systems Installers
25-3041	Tutors	49-3011	Aircraft Mechanics and Service Technicians
25-3099	Teachers and Instructors, All Other	49-3021	Automotive Body and Related Repairers
25-4011	Archivists	49-3022	Automotive Glass Installers and Repairers
25-4012	Curators	49-3023	Automotive Service Technicians and Mechanics
25-4013	Museum Technicians and Conservators		

25-4022	Librarians and Media Collections Specialists
25-4031	Library Technicians
25-9021	Farm and Home Management Educators
25-9031	Instructional Coordinators
25-9044	Teaching Assistants, Postsecondary
25-9045	Teaching Assistants, Except Postsecondary
25-9099	Educational Instruction and Library Workers, All Other
27-1011	Art Directors
27-1012	Craft Artists
27-1013	Fine Artists, Including Painters, Sculptors, and Illustrators
27-1014	Special Effects Artists and Animators
27-1019	Artists and Related Workers, All Other
27-1021	Commercial and Industrial Designers
27-1022	Fashion Designers
27-1023	Floral Designers
27-1024	Graphic Designers
27-1025	Interior Designers
27-1026	Merchandise Displayers and Window Trimmers
27-1027	Set and Exhibit Designers
27-1029	Designers, All Other
27-2011	Actors
27-2012	Producers and Directors
27-2021	Athletes and Sports Competitors
27-2022	Coaches and Scouts
27-2023	Umpires, Referees, and Other Sports Officials
27-2031	Dancers

49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-3041	Farm Equipment Mechanics and Service Technicians
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
49-3043	Rail Car Repairers
49-3051	Motorboat Mechanics and Service Technicians
49-3052	Motorcycle Mechanics
49-3053	Outdoor Power Equipment and Other Small Engine Mechanics
49-3091	Bicycle Repairers
49-3092	Recreational Vehicle Service Technicians
49-3093	Tire Repairers and Changers
49-9011	Mechanical Door Repairers
49-9012	Control and Valve Installers and Repairers, Except Mechanical Door
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-9031	Home Appliance Repairers
49-9041	Industrial Machinery Mechanics
49-9043	Maintenance Workers, Machinery
49-9044	Millwrights
49-9045	Refractory Materials Repairers, Except Brickmasons
49-9051	Electrical Power-Line Installers and Repairers
49-9052	Telecommunications Line Installers and Repairers
49-9061	Camera and Photographic Equipment Repairers
49-9062	Medical Equipment Repairers

27-2032	Choreographers	49-9063	Musical Instrument Repairers and Tuners
27-2041	Music Directors and Composers	49-9064	Watch and Clock Repairers
27-2042	Musicians and Singers	49-9069	Precision Instrument and Equipment Repairers, All Other
27-2091	Disc Jockeys, Except Radio	49-9071	Maintenance and Repair Workers, General
27-2099	Entertainers and Performers, Sports and Related Workers, All Other	49-9081	Wind Turbine Service Technicians
27-3011	Broadcast Announcers and Radio Disc Jockeys	49-9091	Coin, Vending, and Amusement Machine Servicers and Repairers
27-3023	News Analysts, Reporters, and Journalists	49-9092	Commercial Divers
27-3031	Public Relations Specialists	49-9094	Locksmiths and Safe Repairers
27-3041	Editors	49-9095	Manufactured Building and Mobile Home Installers
27-3042	Technical Writers	49-9096	Riggers
27-3043	Writers and Authors	49-9097	Signal and Track Switch Repairers
27-3091	Interpreters and Translators	49-9098	Helpers--Installation, Maintenance, and Repair Workers
27-3092	Court Reporters and Simultaneous Captioners	49-9099	Installation, Maintenance, and Repair Workers, All Other
27-3099	Media and Communication Workers, All Other	51-1011	First-Line Supervisors of Production and Operating Workers
27-4011	Audio and Video Technicians	51-2011	Aircraft Structure, Surfaces, Rigging, and Systems Assemblers
27-4012	Broadcast Technicians	51-2021	Coil Winders, Tapers, and Finishers
27-4014	Sound Engineering Technicians	51-2028	Electrical, Electronic, and Electromechanical Assemblers, Except Coil Winders, Tapers, and Finishers
27-4015	Lighting Technicians	51-2031	Engine and Other Machine Assemblers
27-4021	Photographers	51-2041	Structural Metal Fabricators and Fitters
27-4031	Camera Operators, Television, Video, and Film	51-2051	Fiberglass Laminators and Fabricators
27-4032	Film and Video Editors	51-2061	Timing Device Assemblers and Adjusters
27-4099	Media and Communication Equipment Workers, All Other	51-2098	Miscellaneous Assemblers and Fabricators
29-1011	Chiropractors	51-3011	Bakers
29-1021	Dentists, General		
29-1022	Oral and Maxillofacial Surgeons		



29-1023	Orthodontists	51-3021	Butchers and Meat Cutters
29-1024	Prosthodontists	51-3022	Meat, Poultry, and Fish Cutters and Trimmers
29-1029	Dentists, All Other Specialists	51-3023	Slaughterers and Meat Packers
29-1031	Dietitians and Nutritionists	51-3091	Food and Tobacco Roasting, Baking, and Drying Machine Operators and Tenders
29-1041	Optometrists	51-3092	Food Batchmakers
29-1051	Pharmacists	51-3093	Food Cooking Machine Operators and Tenders
29-1071	Physician Assistants	51-3099	Food Processing Workers, All Other
29-1081	Podiatrists	51-4021	Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic
29-1122	Occupational Therapists	51-4022	Forging Machine Setters, Operators, and Tenders, Metal and Plastic
29-1123	Physical Therapists	51-4023	Rolling Machine Setters, Operators, and Tenders, Metal and Plastic
29-1124	Radiation Therapists	51-4031	Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic
29-1125	Recreational Therapists	51-4032	Drilling and Boring Machine Tool Setters, Operators, and Tenders, Metal and Plastic
29-1126	Respiratory Therapists	51-4033	Grinding, Lapping, Polishing, and Buffing Machine Tool Setters, Operators, and Tenders, Metal and Plastic
29-1127	Speech-Language Pathologists	51-4034	Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic
29-1128	Exercise Physiologists	51-4035	Milling and Planing Machine Setters, Operators, and Tenders, Metal and Plastic
29-1129	Therapists, All Other	51-4041	Machinists
29-1131	Veterinarians	51-4051	Metal-Refining Furnace Operators and Tenders
29-1141	Registered Nurses	51-4052	Pourers and Casters, Metal
29-1151	Nurse Anesthetists	51-4061	Model Makers, Metal and Plastic
29-1161	Nurse Midwives	51-4062	Patternmakers, Metal and Plastic
29-1171	Nurse Practitioners	51-4071	Foundry Mold and Coremakers
29-1181	Audiologists		
29-1211	Anesthesiologists		
29-1212	Cardiologists		
29-1213	Dermatologists		
29-1214	Emergency Medicine Physicians		
29-1215	Family Medicine Physicians		
29-1216	General Internal Medicine Physicians		

29-1217	Neurologists	51-4072	Molding, Coremaking, and Casting Machine Setters, Operators, and Tenders, Metal and Plastic
29-1218	Obstetricians and Gynecologists	51-4081	Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic
29-1221	Pediatricians, General	51-4111	Tool and Die Makers
29-1222	Physicians, Pathologists	51-4121	Welders, Cutters, Solderers, and Brazers
29-1223	Psychiatrists	51-4122	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders
29-1224	Radiologists	51-4191	Heat Treating Equipment Setters, Operators, and Tenders, Metal and Plastic
29-1229	Physicians, All Other	51-4192	Layout Workers, Metal and Plastic
29-1241	Ophthalmologists, Except Pediatric	51-4193	Plating Machine Setters, Operators, and Tenders, Metal and Plastic
29-1242	Orthopedic Surgeons, Except Pediatric	51-4194	Tool Grinders, Filers, and Sharpeners
29-1243	Pediatric Surgeons	51-4199	Metal Workers and Plastic Workers, All Other
29-1249	Surgeons, All Other	51-5111	Prepress Technicians and Workers
29-1291	Acupuncturists	51-5112	Printing Press Operators
29-1292	Dental Hygienists	51-5113	Print Binding and Finishing Workers
29-1299	Healthcare Diagnosing or Treating Practitioners, All Other	51-6011	Laundry and Dry-Cleaning Workers
29-2018	Clinical Laboratory Technologists and Technicians	51-6021	Pressers, Textile, Garment, and Related Materials
29-2031	Cardiovascular Technologists and Technicians	51-6031	Sewing Machine Operators
29-2032	Diagnostic Medical Sonographers	51-6041	Shoe and Leather Workers and Repairers
29-2033	Nuclear Medicine Technologists	51-6042	Shoe Machine Operators and Tenders
29-2034	Radiologic Technologists and Technicians	51-6051	Sewers, Hand
29-2035	Magnetic Resonance Imaging Technologists	51-6052	Tailors, Dressmakers, and Custom Sewers
29-2036	Medical Dosimetrists	51-6061	Textile Bleaching and Dyeing Machine Operators and Tenders
29-2042	Emergency Medical Technicians	51-6062	Textile Cutting Machine Setters, Operators, and Tenders
29-2043	Paramedics		
29-2051	Dietetic Technicians		
29-2052	Pharmacy Technicians		
29-2053	Psychiatric Technicians		

29-2055	Surgical Technologists	51-6063	Textile Knitting and Weaving Machine Setters, Operators, and Tenders
29-2056	Veterinary Technologists and Technicians	51-6064	Textile Winding, Twisting, and Drawing Out Machine Setters, Operators, and Tenders
29-2057	Ophthalmic Medical Technicians	51-6091	Extruding and Forming Machine Setters, Operators, and Tenders, Synthetic and Glass Fibers
29-2061	Licensed Practical and Licensed Vocational Nurses	51-6092	Fabric and Apparel Patternmakers
29-2072	Medical Records Specialists	51-6093	Upholsterers
29-2081	Opticians, Dispensing	51-6099	Textile, Apparel, and Furnishings Workers, All Other
29-2091	Orthotists and Prosthetists	51-7011	Cabinetmakers and Bench Carpenters
29-2092	Hearing Aid Specialists	51-7021	Furniture Finishers
29-2099	Health Technologists and Technicians, All Other	51-7031	Model Makers, Wood
29-9021	Health Information Technologists and Medical Registrars	51-7032	Patternmakers, Wood
29-9091	Athletic Trainers	51-7041	Sawing Machine Setters, Operators, and Tenders, Wood
29-9092	Genetic Counselors	51-7042	Woodworking Machine Setters, Operators, and Tenders, Except Sawing
29-9093	Surgical Assistants	51-7099	Woodworkers, All Other
29-9099	Healthcare Practitioners and Technical Workers, All Other	51-8011	Nuclear Power Reactor Operators
31-1128	Home Health and Personal Care Aides	51-8012	Power Distributors and Dispatchers
31-1131	Nursing Assistants	51-8013	Power Plant Operators
31-1132	Orderlies	51-8021	Stationary Engineers and Boiler Operators
31-1133	Psychiatric Aides	51-8031	Water and Wastewater Treatment Plant and System Operators
31-2011	Occupational Therapy Assistants	51-8091	Chemical Plant and System Operators
31-2012	Occupational Therapy Aides	51-8092	Gas Plant Operators
31-2021	Physical Therapist Assistants	51-8093	Petroleum Pump System Operators, Refinery Operators, and Gaugers
31-2022	Physical Therapist Aides	51-8099	Plant and System Operators, All Other
31-9011	Massage Therapists	51-9011	Chemical Equipment Operators and Tenders
31-9091	Dental Assistants		
31-9092	Medical Assistants		
31-9093	Medical Equipment Preparers		

31-9094	Medical Transcriptionists
31-9095	Pharmacy Aides
31-9096	Veterinary Assistants and Laboratory Animal Caretakers
31-9097	Phlebotomists
31-9099	Healthcare Support Workers, All Other
33-1011	First-Line Supervisors of Correctional Officers
33-1012	First-Line Supervisors of Police and Detectives
33-1021	First-Line Supervisors of Firefighting and Prevention Workers
33-1091	First-Line Supervisors of Security Workers
33-1099	First-Line Supervisors of Protective Service Workers, All Other
33-2011	Firefighters
33-2021	Fire Inspectors and Investigators
33-2022	Forest Fire Inspectors and Prevention Specialists
33-3011	Bailiffs
33-3012	Correctional Officers and Jailers
33-3021	Detectives and Criminal Investigators
33-3031	Fish and Game Wardens
33-3041	Parking Enforcement Workers
33-3051	Police and Sheriff's Patrol Officers
33-3052	Transit and Railroad Police
33-9011	Animal Control Workers
33-9021	Private Detectives and Investigators
33-9031	Gambling Surveillance Officers and Gambling Investigators
33-9032	Security Guards

51-9012	Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders
51-9021	Crushing, Grinding, and Polishing Machine Setters, Operators, and Tenders
51-9022	Grinding and Polishing Workers, Hand
51-9023	Mixing and Blending Machine Setters, Operators, and Tenders
51-9031	Cutters and Trimmers, Hand
51-9032	Cutting and Slicing Machine Setters, Operators, and Tenders
51-9041	Extruding, Forming, Pressing, and Compacting Machine Setters, Operators, and Tenders
51-9051	Furnace, Kiln, Oven, Drier, and Kettle Operators and Tenders
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers
51-9071	Jewelers and Precious Stone and Metal Workers
51-9081	Dental Laboratory Technicians
51-9082	Medical Appliance Technicians
51-9083	Ophthalmic Laboratory Technicians
51-9111	Packaging and Filling Machine Operators and Tenders
51-9123	Painting, Coating, and Decorating Workers
51-9124	Coating, Painting, and Spraying Machine Setters, Operators, and Tenders
51-9141	Semiconductor Processing Technicians
51-9151	Photographic Process Workers and Processing Machine Operators
51-9161	Computer Numerically Controlled Tool Operators
51-9162	Computer Numerically Controlled Tool Programmers

33-9091	Crossing Guards and Flaggers	51-9191	Adhesive Bonding Machine Operators and Tenders
33-9092	Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers	51-9192	Cleaning, Washing, and Metal Pickling Equipment Operators and Tenders
33-9093	Transportation Security Screeners	51-9193	Cooling and Freezing Equipment Operators and Tenders
33-9094	School Bus Monitors	51-9194	Etchers and Engravers
33-9099	Protective Service Workers, All Other	51-9195	Molders, Shapers, and Casters, Except Metal and Plastic
35-1011	Chefs and Head Cooks	51-9196	Paper Goods Machine Setters, Operators, and Tenders
35-1012	First-Line Supervisors of Food Preparation and Serving Workers	51-9197	Tire Builders
35-2011	Cooks, Fast Food	51-9198	Helpers--Production Workers
35-2012	Cooks, Institution and Cafeteria	51-9199	Production Workers, All Other
35-2013	Cooks, Private Household	53-1041	Aircraft Cargo Handling Supervisors
35-2014	Cooks, Restaurant	53-1047	First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors
35-2015	Cooks, Short Order	53-2011	Airline Pilots, Copilots, and Flight Engineers
35-2019	Cooks, All Other	53-2012	Commercial Pilots
35-2021	Food Preparation Workers	53-2021	Air Traffic Controllers
35-3011	Bartenders	53-2022	Airfield Operations Specialists
35-3023	Fast Food and Counter Workers	53-2031	Flight Attendants
35-3031	Waiters and Waitresses	53-3011	Ambulance Drivers and Attendants, Except Emergency Medical Technicians
35-3041	Food Servers, Nonrestaurant	53-3031	Driver/Sales Workers
35-9011	Dining Room and Cafeteria Attendants and Bartender Helpers	53-3032	Heavy and Tractor-Trailer Truck Drivers
35-9021	Dishwashers	53-3033	Light Truck Drivers
35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	53-3051	Bus Drivers, School
35-9099	Food Preparation and Serving Related Workers, All Other	53-3052	Bus Drivers, Transit and Intercity
37-1011	First-Line Supervisors of Housekeeping and Janitorial Workers	53-3053	Shuttle Drivers and Chauffeurs
		53-3054	Taxi Drivers

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53-3099	Motor Vehicle Operators, All Other
53-4011	Locomotive Engineers
53-4013	Rail Yard Engineers, Dinkey Operators, and Hostlers
53-4022	Railroad Brake, Signal, and Switch Operators and Locomotive Firers
53-4031	Railroad Conductors and Yardmasters
53-4041	Subway and Streetcar Operators
53-4099	Rail Transportation Workers, All Other
53-5011	Sailors and Marine Oilers
53-5021	Captains, Mates, and Pilots of Water Vessels
53-5022	Motorboat Operators
53-5031	Ship Engineers
53-6011	Bridge and Lock Tenders
53-6021	Parking Attendants
53-6031	Automotive and Watercraft Service Attendants
53-6032	Aircraft Service Attendants
53-6041	Traffic Technicians
53-6051	Transportation Inspectors
53-6061	Passenger Attendants
53-6099	Transportation Workers, All Other
53-7011	Conveyor Operators and Tenders
53-7021	Crane and Tower Operators
53-7031	Dredge Operators
53-7041	Hoist and Winch Operators
53-7051	Industrial Truck and Tractor Operators
53-7061	Cleaners of Vehicles and Equipment

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53-7062	Laborers and Freight, Stock, and Material Movers, Hand
53-7063	Machine Feeders and Offbearers
53-7064	Packers and Packers, Hand
53-7065	Stockers and Order Fillers
53-7071	Gas Compressor and Gas Pumping Station Operators
53-7072	Pump Operators, Except Wellhead Pumpers
53-7073	Wellhead Pumpers
53-7081	Refuse and Recyclable Material Collectors
53-7121	Tank Car, Truck, and Ship Loaders
53-7199	Material Moving Workers, All Other
55-9999	Military-only occupations
99-9999	Unclassified Occupation

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# Appendix B

## Sample Postings

### Unclassified – Dairy Farmers of America in Mechanicsburg, PA (Aug 2024 - Active)

<b>Machine Operator</b>	
Link to Live Job Posting: <a href="http://www.pacareerlink.pa.gov">www.pacareerlink.pa.gov</a>	
Location: Mechanicsburg, PA	O*NET: 51-9199.00
Company: Dairy Farmers of America	Job Title: Unclassified
<p>Machine OperatorMechanicsburg, PATODAY20510408SummaryMechanicsburg, PACompetitive Salary0 Years ExperienceHigh school graduate or equivalency certificate (GED)No Commission40.00 hours per week / Day, Night Shift /Full-TimeDescription Reference #: 21616</p> <p><b>Starting Payrate:</b></p> <p>\$26/HRAtractive work hours!Work 36 hours per week and get paid for 40 hours per weekDairy Farmers of America is looking for highly dependable team players to join our staff as a</p> <p><b>MACHINE OPERATOR</b></p> <p>at our Mechanicsburg, PA facility. The role of the Machine Operator is to perform as a member of the Operations Team in various functions as assigned that include: Packaging, Labeling and Depalletizing/Palletizing.If you are fascinated by the process of industrial food &amp; beverage manufacturing, are committed to supporting our reputation for excellent products, then this is the place for you and we are proud to offer you access to your wages on-demand, no need to wait for pay day.Assigned shifts are Monday-Wednesday (Night 6:00pm-6:30am) or Thursday-Saturday (Day 6:00am-6:30pm or Night 6:00pm-6:30am). Work three 12 hours shifts each week and get paid for 40 hours.</p> <p><b>Duties and Responsibilities:</b></p> <p>Operate equipment for automated packaging, labeling, palletizing or depalletizing of product as assigned.Troubleshoot and perform minor maintenance repairs as needed.Engage in problem solving to assist in improving safety, quality, yields and productivity.Maintain accurate production records that are written, and computer based.Review charts, screens, quality check sheets and specifications that are in both hard copy and electronic format.Perform cleaning and sanitation tasks as required to maintain plant equipment.Assist with training efforts in functional area as needed.Maintain a high level of safety and quality awareness and a high degree of urgency.Be a working part of the team.Foster teamwork consistent with our company and plant Mission, Vision, and Core Values.Must adhere to all safety policies and procedures.Follows all DFA GMP's and works in a manner consistent with all corporate and regulatory, food safety, quality and sanitation requirements.Other duties may be assigned. RequirementsHigh School Diploma/GEDPrior manufacturing experience preferredAbility to learn and apply to plant environmentBe an effective communicatorBasic PC Skills.Must be able to read, write and speak EnglishAn Equal Opportunity Employer EEO/AA/Female/Minority/Disabled/Veteran</p>	



# Deli Sales Associates – Weis Markets in Red Lion, PA (Aug 2024 - Active)

## Deli Sales Associate

Link to Live Job Posting: [jobs.weismarkets.com](https://jobs.weismarkets.com)

Location: Red Lion, PA

O\*NET: 41-2031.00

Company: Weis Markets

Job Title: Deli Sales Associates

Deli Sales Associate in Red Lion, PA 17356 Deli Sales Associate Job

### JOB DESCRIPTION

Overview Looking for a company that treats associates with respect, understanding, and appreciation? Looking for a company that is passionate about teamwork and the growth of its associates and communities? That's WEIS!

#### Location Address:

693 Lombard Road

#### Job Description:

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The associate is responsible for the functions below, in addition to other duties as assigned: Keeps Deli service areas well stocked and appealing at all times to meet customer demands. Smiles and greets customers, answers customer questions and helps resolve customer concerns promptly in a polite and professional manner. Ensures freshness and condition of merchandise in display cases along with proper prices and correct signs. Properly rotates product. Handles spoiled or damaged products or products close to expiration according to company procedures and standards. Operates slicing equipment to provide meats and cheeses based on customer preferences. Packages items and applies sticker showing price, weight, and date. Prepares ready-to-eat foods to individual order of customers. Prepares platters of sliced meats, cheeses and vegetable trays. Also requires safe use of knives/kitchen utensils. Adheres to company recipes and safety policies when preparing food such as chicken, pizza, sandwiches, salads and other various hot or cold food items. May operate and be responsible for cash register operations. Follows policies and procedures to ensure proper money handling to avoid cash overages or shortages. Adheres to company and state laws related to tobacco and alcohol sales. Responsible for general sanitation in the department. Follows cleaning schedules and department guidelines to ensure that work areas, equipment, counters, display cases, etc. are well maintained, clean and meet all health and OSHA requirements. Disposes of trash properly. Assists in inventory control through time and temperature practices. Minimizes losses by returning products to refrigeration, properly handling products, keeping necessary logs and following company recipes. May assist with baling cardboard or other related duties if properly trained. Training provided. May assist with receiving, unloading, checking-in, breaking-down, and storing deliveries through operation of a power jack or hand jack (if properly trained - training provided). Ensures smooth function of department and store by cooperating with co-workers and superiors. Responsible to continuously improve job performance. Responsible for utilization of all company provided Personal Protected Equipment (PPE). Including but not limited to cut resistant gloves, safety cutters, company sponsored footwear, etc. May also be called upon to assist in other departments.

### SUPERVISORY RESPONSIBILITIES

This position currently has no supervisory responsibilities.

### QUALIFICATION REQUIREMENTS

To perform this job successfully, the associate must be able to perform each essential duty satisfactorily, with or without an accommodation.

to perform this job successfully, the associate must be able to perform each essential duty satisfactorily with or without an accommodation. The requirements listed below are representative of the knowledge, skills, and/or abilities required: Education and/or Experience Completed or working towards a High School Diploma or General Education Degree (GED). No prior experience required. Weis Markets is an

### Equal Opportunity Employer:

Weis Markets is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of actual or perceived age, sex, sexual orientation, race, color, creed, religion, familial status, ethnicity, national origin, citizenship, disability, marital status, military or veteran status, or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. Applicants with a disability may be entitled to a reasonable accommodation under terms of the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the ways things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Weis Markets.

## Respiratory Therapist II - Respiratory Therapy

Link to Live Job Posting: [disabilities.dejobs.org](https://disabilities.dejobs.org)

Location: Hershey, PA

O\*NET: 29-1126.00

Company: Pennsylvania State University

Job Title: Respiratory Therapists

\$10,000 SIGN-ON BONUS • eligible to those that qualify Penn State Health • Hershey Medical Center

Location:

US:

PA:

Hershey

Work Type:

Full Time

FTE:

0.90

Shift:

Night

Hours:

7:00p • 7:00a

Recruiter Contact:

Becca Hohn at [bhohn@pennstatehealth.psu.edu](mailto:bhohn@pennstatehealth.psu.edu) (

MAILTO:

//[bhohn@pennstatehealth.psu.edu](mailto:bhohn@pennstatehealth.psu.edu))

### SUMMARY OF POSITION

Responsible for providing complex respiratory care procedures to critically ill patients and act as a mentor and resource for staff.

### MINIMUM QUALIFICATION

(S): Licensed to practice as a Respiratory Therapist by the state of employment. AHA BLS required prior to orientation completion. Two (2) years Respiratory Therapy experience required. RRT credential required. Meets and maintains requirements of Policy 211-NAM Professional Advancement Ladder • Respiratory Care

## WHY PENN STATE HEALTH?

Penn State Health offers exceptional opportunities to learn and grow, exposure to a wide patient population, and the ability to provide individualized, innovative, and specialized care to patients in the community. For more information:

<https://this.pennstatehealth.org/#thisIsPennStateHealth> Penn State Health offers an exceptional benefits package including medical, dental and vision with no waiting period as well as a Total Rewards Program that highlights a few of the many additional offerings below: Be Well with Employee Wellness Programs, and Fitness Discounts (University Fitness Center, Peloton). Be Balanced with Generous Paid Time Off, Personal Time, and Paid Parental Leave. Be Secured with Retirement, Extended Illness Bank, Life Insurance, and Identity Theft Protection. Be Rewarded with Competitive Pay, Tuition Reimbursement, and PAWS UP employee recognition program. Be Supported by the HR Solution Center, Learning and Organizational Development and Virtual Benefits Orientation, Employee Exclusive Concierge Service for scheduling. For a full list with more detailed information: <https://www.pennstatehealth.org/careers/working-here/total-rewards>

## WHY PENN STATE HEALTH MILTON HERSHEY MEDICAL CENTER?

Penn State Hershey Medical Center is Central Pennsylvania's only Academic Medical Center, Level 1 Regional Adult and Pediatric Trauma Center, and Tertiary Care Provider. As a four-time Magnet-designated hospital, Hershey Medical Center values the hard work and dedication that our employees exhibit every day. Through our core values of Respect, Integrity, Teamwork, and Excellence, our employees are a team committed to compassionate care for our diverse patient population, our community and each other. As a valued team member, we promote continued professional development, specialty certification, continuing education, and career growth.

## YOU TAKE CARE OF THEM. WE'LL TAKE CARE OF YOU.

State-of-the-art equipment, endless learning, and a culture of excellence • that's Penn State Health. But what makes our healthcare award-winning? That's all you. This job description is a general outline of duties performed and is not to be misconstrued as encompassing all duties performed within the position. All individuals (including current employees) selected for a position will undergo a background check appropriate for the position's responsibilities. Penn State Health is fundamentally committed to the diversity of our faculty and staff. We believe diversity is unapologetically expressing itself through every person's perspectives and lived experiences. We are an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender identity or expression, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family medical or genetic information. If you are unable to use our online application process due to an impairment or disability, please call 717-531-8440 between the hours of 7:00 AM and 5:00 PM, Eastern Standard Time, Monday through Friday, email [hrsolutions@pennstatehealth.psu.edu](mailto:hrsolutions@pennstatehealth.psu.edu) or download our Accommodation Instructions for Job Applicants PDF for more detailed steps for assistance.

### Union:

Non Bargained Position Respiratory Therapist II • Respiratory Therapy

### Location US:

### PA:

Hershey | Therapy Services | Full Time Req ID null

## Inventory Control Intern - 2025

Link to Live Job Posting: [enableamerica.dejobs.org](https://enableamerica.dejobs.org)

Location: Chambersburg, PA

O\*NET: 43-5071.00

Company: Martin's Famous Pastry Shoppe

Job Title: Inventory Control Interns

Inventory Control Intern - 2025 City Chambersburg State/Territory Pennsylvania Work Schedule Apply Now  
(<https://phh.tbe.taleo.net/phh01/ats/careers/v2/applyRequisition?org=MARTFAMO&cws=37&rid=4456>) Job Brief Come join our team as an Inventory Control Intern!

### Summary:

Performs cycle counts, makes adjustments to inventory as needed, troubleshoots Warehouse Management System issues; liaison between Accounting, Purchasing, and Receiving.

### Essential Duties and Responsibilities:

include the following. Other duties may be assigned. Perform counts of raw materials, packaging, displays, baskets, pans, etc. using cycle counting, completing all necessary documentation and recordkeeping. Conduct concurrent pallet inspections as necessary. Count inventoried and expensed items at various stages of storage/production and make necessary adjustments to Inventory. Analyze the discrepancies in Inventory and perform root cause analysis to determine if they are system problems or human error. Confirm setup and maintenance of all system settings required for accurate, effective and efficient inventory management. Analyze and resolve system exception messages, identify root cause and implement corrective and preventive actions. Monitor inventory flow and makes recommendations for added efficiencies and process improvements. Measure and report inventory turns, inactive inventory, adjustments and other relevant metrics. Work with appropriate departments/employees to communicate and make adjustments to correct any Inventory errors, including retraining when necessary. Review incoming information relating to staging and make appropriate adjustments by coordinating with the Receiving and Transportation department. Maintain Obsolete Inventory system, including maintaining constant communication with Purchasing and receiving to know if items are retained, need to be returned for credit, or otherwise disposed. Document procedures for all tasks and update as needed. Support and implement company-wide improvements to metrics, methods and reports for performance monitoring. Train personnel in

### CHB & VLD

to perform cycle counts. Assist with Warehouse Management System questions and issues, including being the first line of contact for questions from Receiving. Acts as a liaison between the Accounting, Purchasing and Receiving departments, communicating frequently via verbal or written communication, depending on the situation. Adhere to all Safety and Food Safety regulations at all times. Other Duties as assigned.

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Education and/or

### Experience:

High School Diploma or GED; Currently attending an accredited university or college majoring in Supply Chain or related field.

High School Diploma or GED; Currently attending an accredited university or college majoring in Supply Chain or related field.

### Other Knowledge, Skills and Abilities:

Must have working knowledge of intermediate computer operations. Must be authorized to handle powered equipment. Must have ability and desire to be flexible, to implement constant and evolving process improvements. Must be able to work flexible hours and travel occasionally.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk. The employee is occasionally required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/ or move up to 50 pounds. Must be able to operate straight truck (2600 lbs.).

### Work Environment:

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles and vibration. The noise level in the work environment is usually moderate.

## Training and Development Intern-2025

Link to Live Job Posting: [enableamerica.dejobs.org](https://enableamerica.dejobs.org)

Location: Chambersburg, PA

O\*NET: 11-1021.00

Company: Martin's Famous Pastry Shoppe

Job Title: Training and Development Interns

Training and Development Intern-2025 City Chambersburg State/Territory Pennsylvania Work Schedule M-F, 8:00AM-4:00PM Apply Now (<https://phh.tbe.taleo.net/phh01/ats/careers/v2/applyRequisition?org=MARTFAMO&cws=37&rid=4447>) Job Brief Gain practical Human Resources experience by joining our team as a Training & Development intern! Come join our team as an HR Training & Development Intern! We started with pastries handmade by Lois and Lloyd Martin inside of a garage and we have boomed into a multi-facility company where our many products are produced by machines and shipped domestically and internationally. Talk about a rich history and exciting future! As an employer of choice we offer physical, emotional, financial and professional benefits including 401K, disability insurance and paid holidays. As a member of the Martin's family, the Training & Development Intern is responsible for maintaining satisfied clients by delivering assistance and administrative support to the Training & Development Team on various projects.

### Essential Duties and Responsibilities:

(Other duties may be assigned.) Performs research, and develops solutions to assigned projects and tasks related to the Training function. Tracks progress, deadlines and priorities of all projects assigned. Assist with content design and program management of select training & development programs. Assist with logistics for roll outs of training & development initiatives (scheduling, organizing, etc.). Audit company learning management system (LMS) to align with training & development programs. Assists in assigning on-boarding new employees, developing new programs, and increasing employee communications with the facility. Performs process analysis for current Training and Development processes and procedures. Suggests potential alternatives to improve efficiency and timeliness; i.e. LMS, Training record keeping, etc. Tactical duties as needed; i.e. filing, distribution, department communications, etc.

### Supervisory Responsibilities:

This job has no supervisory responsibilities.

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Education and/or

### Experience:

- High School Diploma or GED;
- Currently attending accredited institution majoring in HR Management, Business Administration, Education or other Training related field.

### Mathematical Skills:

#### Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### Computer Skills:

- Knowledge of Human Resource Information systems.
- Internet.
- Knowledge of Microsoft Excel Spreadsheet software and Microsoft Word Processing software.
- Electronic mail.

#### Learning Management System Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

#### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. ,

JS8.1.1,JS8.1.1.1,JS8.1.1.2,JS8.1.1.3,JS8.1.1.4,JS8.1.2,JS8.1.2.1,JS8.1.2.2,JS8.1.2.3,JS8.1.2.5,JS8.1.3,JS8.1.3.1,JS8.1.3.2,JS8.1.3.3,JS8.1.3.4,JS8.1.3.5

We are an Equal Opportunity Employer.



# Appendix C - Data Sources and Calculations

## Lightcast Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.